



Deputy Director Position Profile

Organization Overview and Background

Humanities Texas advances education through programs that improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning strengthening Texas communities by conducting and supporting programs that cultivate the knowledge and judgment that representative democracy demands of its citizens. These programs also contribute to Texas's thriving economy, culture, and civic life. Humanities Texas is a nonprofit, nonpartisan organization supported by federal and state appropriations, as well as by foundations, corporations, and individuals.

Founded in 1973 as the state affiliate of the National Endowment for the Humanities (NEH), Humanities Texas is one of fifty-six state and jurisdictional humanities councils in the U.S. The organization is comprised of 16 staff members, a 28-member Board of Directors, a \$5mm operating budget, and an \$8mm endowment. For more information please visit: <https://www.humanitiestexas.org/>.

Position Summary

Humanities Texas seeks a Deputy Director to replace an admired, retiring legacy leader and provide executive leadership for strategic advisory, finance, operations, and administration. Reporting to the Executive Director and working closely with the Board of Directors, the Deputy Director ensures the organization's financial sustainability, operational effectiveness, and regulatory compliance. This role is central to stewarding public funds, identifying new sources of private support, supporting grants administration, and strengthening internal systems to advance Humanities Texas's statewide programs for educators, cultural organizations, and communities.

The Deputy Director serves as a key member of the senior leadership team and supervises a full-time office administrator and full-time accountant while maintaining a regular presence at the Humanities Texas office headquarters at the historic Byrne-Reed House in downtown Austin.

Key Executive Objectives and Responsibilities

Strategic Advisory, Financial Stewardship and Board and External Relations

- Work in concert with Executive Director to promote the organizational mission and future success, including identifying avenues to strengthen private fund development.
- Lead the development and management of the annual operating budget (including federal, state, private, and earned revenue streams).
- Oversee long-range financial planning aligned with strategic priorities.
- Ensure full compliance with federal and state grant requirements, including National Endowment for the Humanities and State of Texas funding.
- Manage cash flow, investments, reserves, and banking relationships.
- Prepare clear and timely financial reports for the Executive Director and Board of Directors.
- Oversee annual audit and Form 990 preparation.
- Maintain and strengthen internal controls and financial policies.
- Monitor grantmaking expenditures and ensure accurate tracking and reporting.
- Support board fiduciary oversight responsibilities.
- Provide financial reporting and compliance documentation to funders and partners.
- Engage external auditors, accountants, and legal counsel, as needed.

Organizational Leadership, Operations and Administration

- Supervise and support finance, administrative, and building staff.
- Collaborate with program directors to align financial planning with programmatic needs.
- Support cross-departmental coordination, particularly in grants management and reporting.
- Oversee administrative functions including human resources, benefits, payroll, insurance, IT systems, facilities, and vendor contracts.
- Ensure compliance with applicable federal, state, and nonprofit regulations.
- Lead risk management planning and insurance coverage review.

Education and Experience Requirements

- Bachelor's degree in accounting, finance, business administration, or related field. CPA or MBA preferred.
- 10+ years of progressive financial and operational leadership experience.
- Demonstrated experience managing complex budgets that include public funding.
- Knowledge of nonprofit accounting standards and federal grant reporting and compliance.
- Experience working with or reporting to a governing board.
- Strong analytical, organizational, and communication skills.

Essential Personality Traits and Skills

- Passion and energy for Humanities Texas mission, programs, and purposes. Utmost respect for the organization's clients and partners.
- Integrity above reproach, treating all with respect.
- Empathetic, adaptable, approachable, and collaborative personality.
- A "big picture" thinker who also possesses attention to detail.
- Stewardship, servant mentality, non-partisan in approach and outlook.

Compensation and Benefits

Competitive cash compensation, plus excellent benefits.

Contact Information:

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All inquiries will be treated confidentially. Please do not contact Humanities Texas directly.