



JOB POSTING: GRANTS PROGRAM OFFICER

ORGANIZATION

Humanities Texas, the state affiliate of the National Endowment for the Humanities, conducts and supports public programs in history, literature, philosophy, and other humanities disciplines. These programs improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning in the humanities throughout the state.

GRANTS PROGRAM OFFICER

Humanities Texas seeks to hire a grants program officer.

Humanities Texas grants enable communities throughout the state to develop programs of local interest promoting heritage, culture, and education. Since 1974, we have awarded more than 4,700 grants supporting a wide range of public humanities programs, including lectures, oral history projects, museum exhibitions, teacher institutes, reading programs, and documentary films. More information about our grants program is available online: www.humanitiestexas.org/grants.

The responsibilities of the grants program officer include supporting the promotion and administration of our grants program. The grants program officer will report to the director of grants but work closely with other staff.

This full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan. While we offer some remote work flexibility, we will expect candidates to have access to, and a presence in, our Austin office.

SPECIFIC RESPONSIBILITIES

- Track grant applications and funded projects using the in-office Filemaker Pro database.
- Manage grants-related correspondence and documentation.
- Answer questions about the Humanities Texas grants program and assist applicants in the development of effective grant proposals that adhere to organizational and federal guidelines.
- Monitor grantees' progress and use of Humanities Texas grant funds.
- Support Humanities Texas's transition to an online grant application and management system.
- Compile program-related statistics.
- Prepare materials for meetings of the Humanities Texas board and its grants committee.

The position will also require general administrative responsibilities, occasional weekend work, and travel.

MINIMUM REQUIREMENTS

- BA/BS degree, preferably in the humanities.
- One to two years of program/project management experience.
- Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work.
- Excellent written and verbal communication skills.
- Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents.
- Proficiency with word processing, email, spreadsheet, and database software.

- Interest in and enthusiasm for the humanities, particularly public humanities programming.

OTHER DESIRABLE EXPERIENCE

- Three or more years of program/project management experience.
- Familiarity with cultural and educational organizations in Texas.
- Experience with Filemaker Pro, Adobe Creative Suite, Microsoft Office, and online content management systems.

SALARY

Annual salary of \$45–\$50K commensurate with experience.

HOW TO APPLY

Please email resume, cover letter, and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “grants program officer” in the email subject line. Preliminary review of applications will begin immediately.

Grants program officer search
Humanities Texas
1410 Rio Grande Street
Austin, TX 78701

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices. Humanities Texas is following local and CDC guidelines regarding COVID practices.

Posted 2/1/23; open until filled.