



*“To preserve, promote, and share the history, literature, culture, and personal stories that offer Floridians a better understanding of themselves, their communities, and their state.”*

<https://floridahumanities.org/>

St. Petersburg, FL

## EXECUTIVE DIRECTOR

### THE OPPORTUNITY



Florida Humanities (FH) is an independent, not-for-profit affiliate of the National Endowment for the Humanities. Founded in 1973 and based in St. Petersburg, Florida, FH is dedicated to providing access to the humanities for all Floridians through a combination of programs, grants, and public projects. FH is a type two foundation that raises and allocates funds for humanities programs throughout Florida. To date, FH has awarded over \$14 million in grants to not-for-profits that enact impactful, short-term public projects in the humanities. FH oversees seven ongoing programs – including state-wide museum exhibitions and local speaker events – to provide Floridians with the opportunity to engage with the humanities.

FH is at an exciting and crucial moment in its history. After 47 years of successful leadership, FH has changed the lives of countless Floridians and not-for-profits by providing them access to the humanities. Now, as FH approaches its 50<sup>th</sup> anniversary, the organization has the opportunity to further enhance its brand, expand its base of philanthropic support, and amplify its influential and intellectual role in Florida’s communities.

To fulfill its organizational vision, FH seeks an energetic and visionary Executive Director who has a deep respect and appreciation of the Humanities, a commitment to community enrichment, and an interest in preserving Florida’s culture and history.

The successful Executive Director will work closely with the Board of Directors to conceptualize, shape, fund, and execute the organization’s strategic vision. S/he will be responsible for the ongoing development,

refinement, and implementation of the strategic plan to realize revenue, operational, and growth goals for FH's sustainability and progress. The Executive Director will have three direct reports and oversight of eight professional staff. The ideal candidate will collaborate with FH's Government Advocate to articulate the organization's value proposition for the State of Florida to state and federal legislators and officials. S/he will articulate passionately, plan strategically, advocate tirelessly, and inspire philanthropic diversification to lead FH into the future.

The Executive Director will oversee statewide educational programs. S/he will have the stature and experience to inspire the confidence of internal and external constituencies. The candidate will have a proven track record of creatively engaging and motivating state and federal officials, board members, partnered organizations, communities, and members. The ideal candidate will have the ability to engage diverse demographics and communities in Florida.

Florida Humanities has retained Freeman Philanthropic Services, LLC to assist on this important recruitment.



Established in 1973, FH is an independent, not-for-profit affiliate of the National Endowment for the Humanities. FH develops and funds public programs and resources throughout the state that explore Florida's history and cultural heritage, literary life, environment and development, issues and ideas, communities and traditions. In addition, FH manages a limited number of retail programs and activities.

FH is passionately committed to sharing Florida's stories through promoting a better understanding of the state's history, literature, and culture. FH enriches the lives of those they serve and provides communities with access to Florida's stories. As the state affiliate of the National Endowment for the Humanities, FH is mindful of their larger purpose: to re-nourish the ideas that created our country and sustain it.

FH uses the disciplines of the humanities – history, literature, philosophy, and more – to build stronger communities and informed citizens, providing Floridians with the opportunity to explore the heritage, traditions, and histories of the state and its place in the world. To accomplish these goals, FH engages and partners with local not-for-profits across the state.

FH publishes the FORUM Magazine, which is FH's official award-winning publication. FORUM spans over 70 issues and 30 years to provide Florida readers with the state's countless histories and cultural highlights. FORUM is published in the spring, summer, and fall and disseminated throughout the state of Florida.

FH's retail programs and grants promote civic engagement and enhance the public profile of the recipient communities. Their retail programs include:

- Museum exhibitions across the state of Florida;
- Lifetime Literary Award;

- Florida Stories, a set of 35 digital walking tours;
- Florida Talks: At Home!, a speaker series for speakers, storytellers, and journalists;
- Museum on Main Street, a partnership with the Smithsonian Institution to bring high-quality traveling exhibits to small and under-resourced communities across Florida; and
- Poetry Out Loud, an expressive national poetry recitation contest for high school students.

## LEADERSHIP

FH’s Board of Directors is comprised of dedicated and engaged leaders committed to FH’s mission, vision, and continued growth. The Board is a diverse group of esteemed professionals, academics, business, and community leaders representing the diverse cultures and communities that constitute Florida.

For a complete list of the Board of Directors, please visit: <https://floridahumanities.org/about-us/board-of-directors/>.

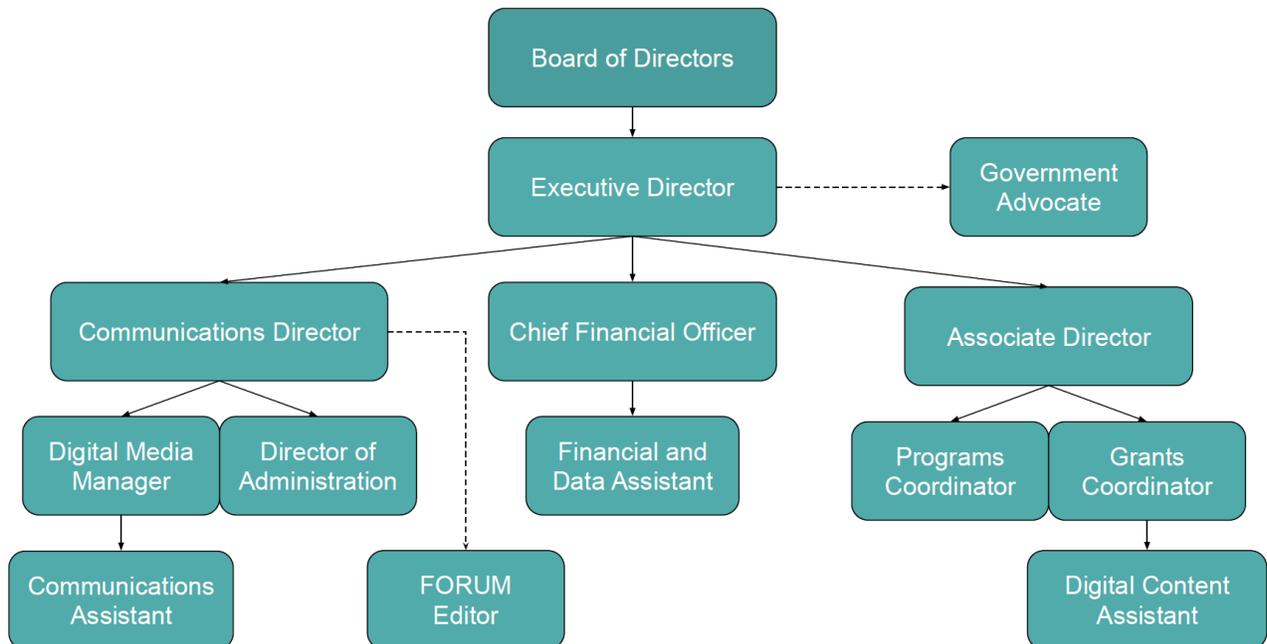
## REPORTING AND IMPORTANT RELATIONSHIPS

The Executive Director will report to the Chair of the Board and be accountable to the Board of Directors. S/he will have three direct reports and oversee a professional staff of eight. The ideal candidate will work closely with the Government Advocate to articulate the organization’s value proposition to Florida State legislators to secure public funding.

The successful Executive Director will build and maintain strong connections with not-for-profit organizations, state-wide constituencies, federal and state officials, and Florida citizens. S/he will be FH’s ambassador and representative. The ideal candidate will engage and work with the Standing Committees of the Board: the Executive, Finance/Development, Communications/Marketing, Program, and Governance/Nominating Committees.

The Executive Director will have the opportunity to work with media and philanthropic communities to further develop awareness and private sources of philanthropy.

## FLORIDA HUMANITIES ORGANIZATIONAL CHART



# FINANCIAL OVERVIEW

Below are FH's audited financial statements for the fiscal year ending October 31, 2019:

## BALANCE SHEET

### ASSETS

|                      |             |
|----------------------|-------------|
| Cash and Investments | \$1,434,929 |
| Grant Receivables    | \$212,489   |
| Prepaid Expenses     | \$18,899    |
| Gifted Facilities    | \$319,431   |
| Fixed Assets         | \$18,473    |

**Total Assets** **\$2,004,221**

### LIABILITIES & NET ASSETS

|                                       |             |
|---------------------------------------|-------------|
| Accounts payable and accrued expenses | \$58,989    |
| Grants Payable                        | \$104,843   |
| Deferred Revenues                     | \$27,311    |
| Net Assets                            |             |
| Without donor restrictions            | \$1,479,562 |
| With donor restrictions               | \$333,516   |

**Total Liabilities & Net Assets** **\$2,004,221**

## STATEMENT OF ACTIVITIES

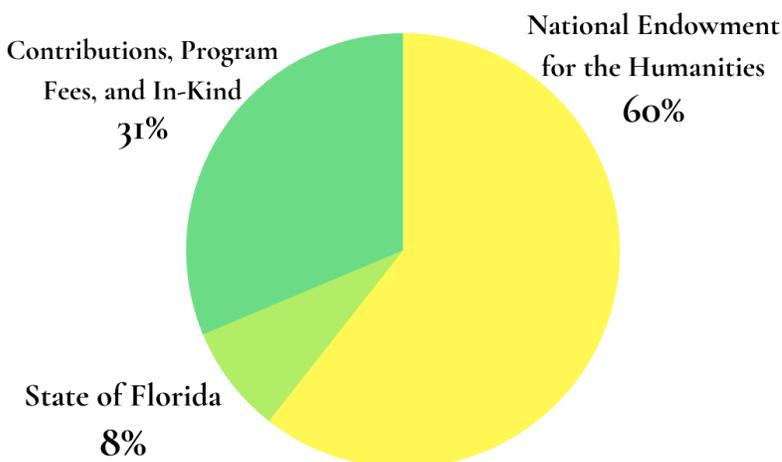
### OPERATING SUPPORT AND REVENUE

|  |                    |
|--|--------------------|
| National Endowment for the Humanities      | \$1,620,444        |
| State of Florida                           | \$221,256          |
| Contributions, Program Fees, In-Kind       | \$843,488          |
| <b>Total operating support and revenue</b> | <b>\$2,685,188</b> |

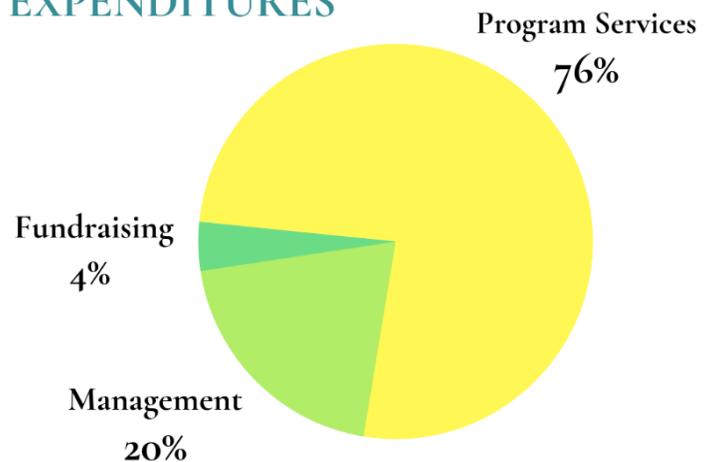
### OPERATING EXPENSES

|                                 |                    |
|---------------------------------|--------------------|
| Program Services                | \$2,015,433        |
| Management                      | \$531,790          |
| Fundraising                     | \$106,169          |
| <b>Total operating expenses</b> | <b>\$2,653,392</b> |

## REVENUES



## EXPENDITURES



## OPPORTUNITIES AND CHALLENGES

The Executive Director will be expected to contribute broadly to all aspects of FH's mission and growth. The key responsibilities of the Executive Director will include:

### Vision and Strategic Planning

- Embrace FH's mission and proactively articulate the importance of the Humanities;
- Evaluate, lead and motivate staff; support and maintain a collegial environment of teamwork and accountability; and
- Assist with the identification, engagement, recruitment, and orientation of new Board members, as well as encourage and inspire current Board members.

### Public and Private Revenue Generation

- Maintain and enhance current relationships with state and federal legislators and other officials;
- Proactively seek new and diversified philanthropic support;
- Create, lead, and execute a strategic fundraising plan; and
- Build and maintain a personal portfolio of top prospects and donors.

### Financial and Programmatic Management

- Address organizational growth needs, set priorities, and allocate resources to achieve performance goals and expectations;
- Ensure – through effective leadership and management – that the organization's day-to-day operations and long-range plans are efficiently administered in a fiscally responsible and transparent manner;
- Oversee all budgets and cost structures with the Executive Leadership Team to ensure the organization's fiscal and programmatic integrity; and
- Work closely with the Board to regularly update strategic and financial long-term plans.

### Branding and Marketing

- Communicate clearly and persuasively to increase the state-wide visibility and brand of the organization;
- Promote strategic, effective, and inventive communications across FH and to statewide constituencies;
- Establish effective cases for support for fundraising initiatives;
- Enhance brand recognition and expand FH's audiences;
- Advocate for FH at every level;
- Inspire support and promote public awareness of FH's achievements and successes to citizens, the philanthropic community, and state and federal officials; and
- Serve as the primary spokesperson, representative, and ambassador of FH.

## IDEAL QUALITIES AND EXPERIENCE

FH seeks an experienced, entrepreneurial leader with the ability, stature, and track record to respond effectively to the opportunities and challenges listed above. The ideal candidate for the Executive Director will possess the following attributes and experiences:

- Stature and authenticity to gain the trust and confidence of the Board members, federal and staff officials, donors, prospects, volunteers, community members, and staff;
- Track record of providing successful strategic direction and day-to-day operational management, including the development and execution of a strategic plan, budget preparation, financial acumen, and stewardship;

- Management and team-building skills to help guide a statewide organization, while maintaining best practices, collaboration, and shared accountability;
- Ability to motivate staff to stimulate creative thought and meaningful action;
- Demonstrated skill in negotiation, organization, planning, and governance;
- Ability and willingness to travel, especially in Florida, to advance FH's organizational and fundraising goals;
- Ability to strategically and effectively lead change;
- Cultural sensitivity, emotional intelligence, and commitment to the highest standards of professionalism;
- Ability to manage multiple priorities simultaneously to ensure organizational focus on critical issues, to act decisively, and to set priorities among competing demands for resources;
- Professional and personal integrity, self-awareness, and optimism, combined with a sense of humor and perspective;
- Excellent communication (speaking, writing, presentation, and listening) skills and an ability to effectively communicate with all levels of the organization, as well as diverse external constituencies;
- Ability to engage diverse demographics and communities in Florida; and
- Bachelor's degree required; an advanced degree preferred.

## COMPENSATION & BENEFITS

The Executive Director's compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience.

## DIVERSITY

FH is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin, sex, age, physical or mental disability, genetic information, sexual orientation or any other legally-recognized protected basis under federal, state or local laws, regulations and ordinances.

## CONFIDENTIAL INQUIRIES AND HOW TO APPLY



Florida Humanities has retained Freeman Philanthropic Services, LLC (FPS) to assist in this executive recruitment. FPS is a national leader in recruitment for the nonprofit sector and related concerns and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via email at [HumanitiesED@glfreeman.com](mailto:HumanitiesED@glfreeman.com).

All applications must include (1) an up-to-date resume (2) a letter of intent (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.