

# **Alaska Humanities Forum**

## **Leadership Program Manager**

### **Job Description**

#### **The Alaska Humanities Forum**

The Alaska Humanities Forum (the Forum) is a non-profit organization that has been conducting and supporting humanities programs in Alaska for more than 43 years. The Forum is the designated state council supported by the National Endowment for the Humanities. The Forum's mission is to "connect Alaskans through stories, ideas, and experiences that positively change lives and empower communities." In addition to funding grant projects in the humanities across the state, the Forum also conducts programs that focus on increasing cross-cultural understanding in Alaska and promote the unique culture and history of our state.

#### **Leadership Anchorage Program**

The Alaska Humanities Forum's Leadership Anchorage program started in 1997 through funding from the Pew Partnership for Civic Change. Leadership Anchorage is designed to introduce and connect leaders from across a range of experiences – from established to emerging, from all cultures and ethnicities in our communities, from the business, nonprofit, and civic sectors. Selected participants are grounded in the stories of our lived experiences and committed to community impact. Embarking on our 20<sup>th</sup> year and with nearly 350 graduates, Leadership Anchorage is distinguished as a premier civic leadership program in Alaska.

The Alaska Humanities Forum is launching the Salmon Fellows program, which has been designed to recognize, support, and connect leaders for Alaska who bring informed and diverse perspectives to our salmon-people systems. The program includes recognition and reward for individual achievement; a personal growth program; a forum to share leadership gifts with others, and a process of building networks and cultivating a community of practice through convening and execution of specific projects. As a whole, the Salmon Fellows program will work to connect leaders from across Alaska and build a more equitable and inclusive system of influence.

#### **Position Summary**

The Program Manager will play a significant role in all aspects of the Forum's Leadership Programs in conjunction with the Program Director, other Forum staff, and key partner organizations. The scope of work includes program strategy, learning design, content development, coordination with partners, group facilitation, individual coaching, outreach and recruiting, delivery and participant communications / support. We will ensure achievement of the Leadership program goals through design and execution of deeply reflective, experiential, and transformative learning experiences. The Program Manager will support day-to-day operations of the Leadership programs as a whole, including logistics associated with sessions and events as well as maintaining online communications / social media. The Program Manager is expected to contribute to the overall office culture, and may be tasked to lead special projects within the Forum. This position will report to the Leadership Anchorage Program Director.

## **Essential Job Functions**

- Participate in and co-facilitate Leadership Anchorage and Salmon Fellows sessions and key meetings / events.
- Support related events and meetings including scheduling, facilitation, capture and disseminate information to facilitate communication among members and partners.
- Prepare for and effectively manage daily, weekly, and monthly duties; such as outreach to community partners, cultivation and reviewing / revising proposal materials, and ensuring that the appropriate number of participants, speakers and activities are available.
- Contribute to the Forum's efforts in fund development, strategizing and crafting compelling cases for support and working with others to engage potential funders and individual donors.
- Maintain records and information base relating to participants and alumni, mentors, presenters, culture bearers, etc.
- Collaborate with Community Impact Program Assistant, the Alumni Council, and other members of the Forum as needed for Leadership program and other Forum events.
- Communicate clearly and effectively with current and future stakeholders.
- Work directly with the Program Manager on development and implementation of evaluation and assessment tools.
- Utilize annual and session program evaluation data and information to improve program design, execution, and materials.
- Provide support to the overarching Leadership programs as needed.
- Prepare reports for the management, the Board and other outside entities.
- Other duties as assigned.

## **Qualifications and Experience**

Candidate for the position will have a bachelor's degree or the equivalent combination of education and experience. Masters degree in related subjects is preferred. The ideal candidate will demonstrate experience in all of the following elements: leadership and team development; coaching; program design, facilitation and coordination; network building and development of strategic partnerships; community impact; complex relationships and collaboration with a diverse team, event planning, and program / participant outreach.

## **Knowledge, Skills and Abilities**

- Knowledge and experience in design and delivery of leadership development programs.
- Experience in receiving and offering personal goal setting, coaching and mentoring.
- Evidence of relationship building across broad networks, sectors, generations, and cultures.
- Excellent teamwork and self-awareness skills to contribute as a leader and a team member.
- Ability to clearly communicate information verbally and in writing to a variety of audiences.
- Ability to think strategically about the long-term vision of the program.
- Awareness and understanding of cultures, both traditional and contemporary.
- Capacity to manage daily operations, track project tasks, and achieve project goals.
- Ability to be professional, flexible, and solution-oriented in unexpected situations.
- Ability to work independently to complete assignments efficiently and with excellence.

- Capacity to set and realize short and medium term goals in order to ensure achievement of long-term goals.
- Strong interpersonal skills to maintain effective working relationships with participants, vendors, and partners.
- Attention to detail and strong organization skills.
- Experience creating, updating, and maintaining records.
- Ability to perform some website maintenance upon instruction.
- Fluency with various software applications, such as Word, Excel, PowerPoint and Google.

### **Conditions of Employment**

The **Leadership Program Manager** position is an exempt, full-time position. The position is based at The Forum offices in Anchorage and will involve telecommuting and occasional travel.