



CALIFORNIA HUMANITIES

Outreach and Advocacy Manager

Position Title: Outreach and Advocacy Manager

Reports To: President & CEO

Supervises: No direct reports

Location: Oakland Office

PRIMARY RESPONSIBILITY

The Outreach and Advocacy Manager, as part of California Humanities' program department, manages federal and state advocacy efforts, and oversees outreach and engagement activities across California.

OUTREACH RESPONSIBILITIES

- Develop, organize and manage logistics for outreach and community engagement events, conferences, and activities throughout California that align with the strategic framework and mission, separate from council-conducted programs.
- Develop, in partnership with program staff and the CEO, the field-building strategic component in our framework, building on research that has been completed as part of a plan for a statewide humanities network.
- Manage all aspects of the *Art of Storytelling* exhibit series in the Oakland office, including identifying visual artists with humanities-focused work, arranging for installation, opening and closing receptions, speakers, and associated activities and materials.
- Seek opportunities to network and connect with other organizations to develop possible partnerships or valuable community relationships.
- Act as an ambassador for California Humanities at events that fall outside of those related to our council-conducted programs.
- Provide input on marketing and PR collateral as requested.

FEDERAL AND STATE ADVOCACY RESPONSIBILITIES

- Lead the development and implementation of all government advocacy strategies for California Humanities, in partnership with the President & CEO, including:

FEDERAL

- *Goal: sustained and increased funding for the National Endowment for the Humanities and the Federal/State Partnership line item within the NEH budget*
- Implement and build upon the advocacy plan to build and maintain relationships throughout the year with California's Congressional representatives and their staff members.

- Coordinate all logistics related to federal advocacy meetings, primarily Humanities on the Hill, which takes place in Washington, DC in March of each year.
- Liaise with the Federation of State Humanities Councils to coordinate advocacy messages and mobilize constituents as requested regarding the NEH budget.
- The development, with the Communications Manager, of communication materials to educate and inform partners, legislators and their staff, the board, and other stakeholders of California Humanities' interests in the realm of government relations.
- Organize a focused series of grantseeker workshops in underserved Congressional districts each year for program staff to deliver information to potential grant applicants.
- Maintain a federal advocacy contact database and digital files of all materials.

STATE

- *Goal: first-time state funding*
- Develop and implement a state-focused advocacy plan in partnership with the CEO, including annual goals and targets.
- Develop, pilot and evaluate an Advocacy Day in Sacramento to engage our board members in speaking with elected officials about California Humanities.
- Coordinate all logistics related to state advocacy meetings, VIP receptions, and hearings.
- Develop, with the Communications Manager, of communication materials to educate and inform partners, legislators and their staff, and other stakeholders of California Humanities' interests in the realm of state government relations.
- Organize a focused series of grantseeker workshops in underserved districts each year for program staff to deliver information to potential grant applicants.
- Where appropriate, work with consultants or state advocacy specialists to build connections in Sacramento.
- Maintain a state advocacy contact database and digital files of all materials.

The ideal candidate will have:

- A successful track record and 5-7 years of experience with developing, implementing, and evaluating outreach efforts; statewide experience is a plus.
- Experience in developing and maintaining strategic partnerships.
- Knowledge of and experience with advocacy at the state and/or federal level.
- Ability to communicate effectively in different circumstances and through different means (written, oral, visual) with a wide variety of stakeholders.
- An understanding of and appreciation for the humanities.
- A flexible, supportive, and collaborative work style, and a good sense of humor.

Please send resume and cover letter to jobs@calhum.org by January 15, 2019.

California Humanities is an equal opportunity employer and believes in a diverse work force, and applicants from all backgrounds are encouraged to apply.

ABOUT CALIFORNIA HUMANITIES

California Humanities, a nonprofit partner of the National Endowment for the Humanities, promotes the humanities – focused on ideas, conversation and learning – as relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. California Humanities has provided grants and programs across

the state since 1975. To learn more visit www.calhum.org, or follow us on [Facebook](#), [Twitter](#), and [Instagram](#).