



CALIFORNIA HUMANITIES

Position Title: Government Relations and Community Outreach Manager

Reports To: President and CEO

Location: California (Oakland or Los Angeles Office) + Remote Work

PRIMARY RESPONSIBILITIES

The Government Relations and Community Outreach Manager works with the President and CEO on all advocacy efforts on the state and national level and with outreach to communities throughout California. The position helps drive forward our advocacy work in support of the humanities in California and for California Humanities priorities and goals and ensures deep community engagement across the state.

Government Relations

- Develop a strategy to advocate for humanities in the State of California
- Coordinate logistics for annual Humanities on the Hill as well as state Humanities Advocacy Day, including scheduling meetings, distribution of materials, follow-up with legislative offices, tracking and submitting appropriations requests and the status of Dear Colleague Letters.
- Coordinate advocacy messaging with external partners (NEH/FSHC) related to ongoing needs.
- Maintain an advocacy-focused CRM to track contacts and leads, and report on progress of advocacy efforts.
- Develop and maintain materials to inform both internal and external stakeholders as well as legislative offices with regard to organization activities.
- Distribute relevant information to federal and state legislative offices, maintaining contact with them throughout the year.

Community Outreach

- Develop a strategy to involve specific communities across the state of California to increase understanding of community needs.
- Create a plan to engage existing humanities stakeholders about grant opportunities.

- Forge new and maintain existing relationships with community stakeholders (individuals, businesses, and institutions) and potential donors.
- Organize and coordinate meetings with community stakeholders to identify issues and challenges within the community and find effective solutions.

The ideal candidate will have:

- A successful track record and 3-5 years of experience working in government relations, community outreach, and/or public relations, with nonprofit experience a plus.
- Ability to communicate effectively in different circumstances and through different means (written, oral, and visual) with a wide variety of stakeholders.
- A flexible, supportive, and collaborative work style, and a good sense of humor.
- An understanding of and appreciation for the humanities is a plus.
- Strong technical experience with project management tools.
- Excellent verbal and written communication skills.
- Exceptional interpersonal skills and ability to work well in a remote team.

While California Humanities is based in Oakland, with an office in Los Angeles, the position can work remotely from anywhere in California. Candidates must be willing to travel periodically as part of their work.

Salary range is \$75,000 to \$85,000. Benefits package includes a 7% employer contribution to a 403b plan; 100% medical, dental, and vision; and life, short term, and long-term disability coverage.

Please send resume and cover letter to jobs@calhum.org by **November 1, 2023**.

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](#).