

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Outreach Program Manager
Organization:	Rockefeller Archive Center
Location:	Sleepy Hollow, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 4, 2018

ORGANIZATION DESCRIPTION

The Rockefeller Archive Center (RAC) is a research center and repository of historical materials about foundations, philanthropy, and the many fields shaped by individual and institutional giving. Its holdings include the records of more than 80 institutions: major foundations, such as the Rockefeller and Ford Foundations and the Commonwealth Fund, smaller family funds, and many nonprofit organizations. The RAC also holds the personal papers of leaders in philanthropy, Nobel Prize laureates, and world-renowned investigators in science and medicine. The Rockefeller Archive Center is an equal opportunity employer. The Center is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive contributions in a context of ethnic and cultural diversity. Learn more at www.rockarch.org.

The Archive Center's Research and Education division (R&E) was created in 2008 to convey the significance of the collections to broader audiences, to interact more substantively with research communities, and to provide historical context for the collections. The division's work includes organizing conferences and workshops, publishing conference proceedings and reports, administering a competitive research stipend awards program, working with donors to investigate aspects of their histories, giving talks and presentations, and creating websites documenting the work of specific foundations.

POSITION DESCRIPTION

The Outreach Program Manager is a new position reporting directly to the Vice President and Director of Research & Education. Its main purpose is to take our public engagement program to a new level, and to enhance the public profile of the RAC through a range of outreach activities, particularly digital projects. A recent strategic planning process suggests that RAC can serve a wider public and reach broader audiences by expanding its suite of digital exhibits and publications. The manager will be responsible for overseeing the development of an intensified digital outreach initiative, from researching platforms to product design, execution, and initial program evaluation. Specific tasks include the following:

- **Audience Research:** Investigate and profile new constituencies to help us reach beyond our primary existing audience, namely the staff and boards of the foundations and nonprofit organizations whose records we hold;
- **Building Institutional Relationships:** Explore how new digital platforms and other public-facing projects might benefit and more deeply connect us to our nonprofit sector colleagues. The RAC is especially interested in heightening its engagement with policy audiences;
- **Program Design:** In consultation with the historical team, develop a series of digital products to communicate our research and ensure that we put our work into the public sphere most effectively. Investigate the most promising platforms for our work, including websites, podcasts,

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

blogs, webinars, social media, and others, and develop a plan with in-house staff and outside contractors (e.g. web developers, graphic designers) to produce new digital products;

- **Program Review:** Examine existing programs with an eye toward maximizing their impact. These include the digital publication of RAC stipend recipients' Research Reports via the Foundation Center's *IssueLab*, the online bibliography maintained by the RAC, an Archival Educators' Roundtable project, and the Rockefeller Foundation digital history site;
- **Informing Staff Decisions:** Explore how comparable institutions produce similarly robust digital programs and make recommendations to the Director of Research and Education about future staffing needs;
- **Program Implementation:** Develop an implementation plan, production calendar, and workflow for these digital programs and exhibits. Ideally, complete proposed program designs within the first six months, initial implementation within the second six-month period, initial evaluation in the first half of the second year, and a longer-term maintenance plan in the final six months of the fellowship term; and
- **Evaluation:** Devise evaluative measures and procedures and revise them as needed, with the aim of installing an evaluative structure that will enable the RAC to monitor public engagement after the end of the fellowship term.

As an institution, the RAC is committed to identifying and encouraging professional development and networking avenues for its staff. The fellow will be introduced to professional development opportunities, leadership at peer institutions, and a broad network of third sector organizations, and will be encouraged to pursue resources that will benefit their dossier and performance. Upon completion of their tenure, the fellow will have an enhanced resume and a dossier of products they have personally designed and implemented, and will be well-positioned to pursue careers in public affairs, program development, digital and public engagement, or foundation relations.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Aptitude for planning, developing, and delivering digital projects;
- Comfort with editing in content management systems such as WordPress or LifeRay, and a willingness to develop skills on other digital tools;
- Demonstrated online publishing and written communication skills;
- Excellent oral presentation skills, with an ability to engage diverse audiences; and
- Interest in making archival research relevant in a variety of settings, such as online platforms, third-sector forums, the policy community, and various public venues.

Preferred:

- Some experience in proposal writing, managing, and reporting on grant-funded activities; and
- Some experience working in a nonprofit setting.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.