

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Outreach Programs Manager
Organization:	Library of America
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Now in its fourth decade, Library of America is a nonprofit organization that champions the nation's cultural heritage by publishing America's greatest writing in authoritative new editions and providing resources and public programs that enable people to explore this rich, living legacy. The Library of America series has been called "the most important book-publishing project in the nation's history" (*Newsweek*) and "the de facto canon of American literature" (*New York Times*) and now numbers over 300 volumes that encompass all periods and genres, including acknowledged classics, neglected masterpieces, and historically important documents and texts.

In addition to its publishing mission, LOA engages readers with live and digital programs, places volumes in public libraries and schools, serves a national membership passionate about American history and literature, and partners with other nonprofit organizations to transform the lives of readers worldwide with the writings that capture America's uniquely democratic culture and spirit. Learn more at www.loa.org.

POSITION DESCRIPTION

The Outreach Programs Manager will lead project management for new programs to amplify the impact of the organization's mission and broaden its audience. The manager will work with LOA colleagues in editorial, communications, and fundraising, as well as outside scholars, to manage web-based and public programming components of different thematic initiatives.

The manager will oversee all aspects of development and implementation including content creation and design; communications; logistics; organization and venue partnerships; and related digital and print materials. Projects may include but will not be not limited to: leading the production of a multimedia website for "Lift Every Voice: Why African American Poetry Matters Today;" developing educational materials and public programs to enhance understanding of forthcoming titles within the *Democracy and Civics* initiative; and, as part of the *Women's Voices and History* initiative, conceiving and leading implementation of a national education/awareness program focused on empowering women and girls through a better understanding of the history of the Women's Movement.

In sum, the manager will lead the development of project websites, conceive and implement public and educational programs, conduct donor and prospect research, assist with grant writing, and identify and cultivate partnerships.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Participate in the conception and design of programs that leverage featured humanities themes to showcase LOA's mission and creatively connect varied audiences with great American writing;
- Oversee public programming initiatives, including working with scholars and in-house experts to develop content and effective program design;
- Lead the production of project websites to support initiatives and extend their reach, with rich content about writers and writing in LOA titles, commissioned articles and videos, and links to further explorations;
- Develop partnerships with libraries, museums, and other cultural institutions, as well as serve as liaison with partners and oversee their participation;
- Conduct donor prospect research and assist with fundraising to secure project underwriting;
- Solicit feedback from project stakeholders; and
- Draft summaries of programs and achieved goals for use in communications to donors and members.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Enthusiasm for promoting the value of American literature and history to varied audiences;
- Superior writing skills, including the ability to write for different audiences;
- Strong research and organizational skills with demonstrated experience managing projects;
- Ability to meet deadlines and to handle increasing levels of responsibility;
- Excellent interpersonal skills;
- Ability to work both independently and as part of a collegial group;
- Comfort interacting with current and prospective donors with grace and utmost discretion; and
- Self-motivation, creativity, and flexibility in the face of changing day-to-day priorities.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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