

Scott County Historical Society

Open Position: Executive Director

The Executive Director provides leadership and administration for the operations and development of the Scott County Historical Society (SCHS). The Executive Director has overall strategic and operational responsibility for SCHS staff, programs, collections and exhibits, and execution of the SCHS mission. The Director reports directly to the SCHS Board of Directors (Board).

Success in this role will include the following:

- Work closely with Board in setting SCHS goals and objectives and developing a clear vision
- Implement policies and activities to implement the overall strategic plan
- Recruit, train, and supervise professional staff
- Represent SCHS to the public and other organizations
- Develop working and collaborative relationships with community organizations and individuals
- Advocate initiatives with local, state, and federal lawmakers and agencies
- Lead efforts to secure adequate financial support for operations and growth

Professional Qualifications:

- A Bachelor's degree – Master's degree preferred in Nonprofit Management, Public History, Museum Studies or its equivalent
- Two to three years senior nonprofit management experience, preferably in a museum environment
- Experience in a broad range of financial, fundraising, administration, and museum operation activities

KNOWLEDGE, SKILLS AND ABILITIES

- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Knowledge of, and experience with, fundraising strategies and donor relations unique to museum/history sector, and cultivation of revenue streams and resources
- Strong organizational abilities including strategic planning and development, and task facilitation
- Experience to direct and evaluate museum operations, staff levels, workflow, and communication
- Ability to work with groups and individuals who represent federal, state, county, and local government, and who represent community organizations
- Strong motivational leadership skills
- Ability to deal with ambiguity while focusing on long-term goals
- Excellent communication and presentation skills
- Sense of humor, integrity, and an impeccable work ethic

DUTIES AND RESPONSIBILITIES

- 1) **Board Governance:** Work with Board to further the SCHS mission
 - Responsible for leading SCHS in a manner that supports and guides its mission as defined by the Board
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
 - Work with Board to recruit, train, engage, and empower an evolving Board leadership
 - Identify opportunities for Board involvement, and increase overall visibility of SCHS
 - Collaborate with Board President to develop Board meeting agenda and materials

2) Financial Performance and Viability: Develop resources sufficient to ensure the financial health of the organization

- Responsible for the fiscal integrity of SCHS, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that operates within the approved budget, ensuring maximum resource utilization, and maintenance of SCHS in a positive financial position
- Responsible for developing fundraising efforts and resources necessary to support SCHS's mission
 - Secure annual operating grant from Scott County
 - Diversify and increase earned revenue streams
 - Cultivate prospective and existing major donors, involving the SCHS Board as needed
 - Cultivate and solicit corporate and other sponsorships
 - Research and secure grant funding
- Coordinate with SCHS accountant to assure the completion of the annual tax return and audit per bylaws

3) Mission and Strategy: Work with Board and staff to ensure the SCHS mission is furthered through programs, strategic planning, and community outreach

- Responsible for implementation of SCHS's programs that carry out the organization's mission
- Responsible for strategic planning to ensure that SCHS can successfully further its mission into the future
- Responsible for the enhancement of SCHS's image by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Establish and maintain relationships with various organizations throughout the county and state, and utilize those relationships to strategically enhance SCHS's mission

4) Operations: Oversee and implement appropriate resources to ensure SCHS operations are appropriate

General

- Effective administration of SCHS operations
- Review and approve contracts for services
- Lead the development of policy recommendations, procedures, and manuals for SCHS

Personnel

- Establish employment policies, job descriptions and procedures for all positions
- Responsible for the hiring and retention of competent, qualified staff
- Provide leadership, direction, and professional opportunities for staff
- Monitor individual development programs and evaluate performance on annual basis
- Schedule regular staff meetings to stay engaged and aware of successes and challenges

Capital Improvements

- Work to identify capital needs at the discretion of the Board
- Develop plans with Board for funding and managing capital projects
- Manage all capital projects

Communications

- Serve as primary spokesperson to SCHS constituents, media and general public
- Coordinate development of marketing plans, collateral materials, museum publications, and special publishing
- Lead SCHS public relations and marketing efforts, including oversight of press releases, website, social media and other digital communication assets
- Cultivate relationships with key reporters, editors, and other media personnel

Collections & Archives

- Oversee the development and preservation of SCHS collections necessary to further the SCHS mission
- Ensure research requests are addressed accurately and appropriately, and the public has reasonable access to SCHS collections

Public Programs/Exhibits

- Lead development of a calendar of public programs and special events
- Lead development and installation of exhibits at SCHS and sites around Scott County
- Maintain a rotational exhibit plan
- Work with partners to host exhibits and programs

Resource Development

- Lead the continued improvement of the volunteer program
- Manage and expand the SCHS membership program, involving the Board as needed
- Other duties as assigned by the Board of Directors

WORK ENVIRONMENT

The Scott County Historical Society operates the Stans Museum in Shakopee. Opened in 1995, the museum includes galleries, collections, a research library, and museum store. SCHS also operates the 1908 Stans House and Museum Garden at the same location. Shakopee is approximately 25 miles southwest of Minneapolis just off Highways 169 and 101. The work is generally sedentary, although there is some walking, local travel, and carrying of lightweight items. Work is typically performed in an adequately lighted and climate-controlled office.

Note: This job description is not intended to be all inclusive, and the role includes all work apparent and assigned to meet the business needs of the Scott County Historical Society.

Salary range \$40,000 - \$45,000 commensurate with experience and other qualifications. Quality benefits package includes health insurance contribution and sick/vacation/holiday leave.

Application Process

Interested candidates should submit a resume and thoughtful cover letter outlining how your skills and experience meet the qualifications of the position, how you heard about this search, and a list of references. Submit applications by February 1, 2019, to Rachel Houck mail c/o: Scott County Historical Society, 235 Fuller St. S., Shakopee, MN 55379 or email: info@scottcountyhistory.org