

Job Title: Executive Director

Location: Northfield Historical Society, 408 Division Street, Northfield, MN 55057

Job Description

The Board of Directors of the Northfield Historical Society (Society) seeks applicants for the position of Executive Director to manage and administer all aspects of museum operations, facility management, organizational planning, volunteer coordination, and staffing. The Executive Director is responsible to the day-to-day operations of the museum and store located in the historic Scriver Building on Bridge Square in downtown Northfield. The Executive Director supports and works closely with the Board of Directors to refine, develop, and implement strategic plans and yearly work plans to ensure continuation and growth of fundraising activities, public programs, exhibitions, collections management, educational activities, museum store operations, and community outreach.

Primary Responsibilities/Summary of Work

- Works in conjunction with the Board to develop the strategic direction and establish initiatives to fulfill the mission of the Society.
- Directs and manages the Society's operations including development, educational and public programming, financials, external communications and marketing, museum and store operations, and facility management.
- Manages and leads paid staff and volunteers.
- Participates in all fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.
- Serves as spokesperson and chief advocate for the Society. Establishes strong partnerships in the community. Enhances the Society's public image to expand interest and support.
- Directs the overall development of public relations and marketing initiatives. Develops an effective communication plan to solidify the brand and raise the profile of the Society.
- Manages and maintains the Scriver Building facility which includes the Society's exhibit, store, collections storage, and office spaces, as well as commercial storefront rental and residential rental spaces.
- Manages the historic collections and archives. Establish and implement collections policies and procedures for the Society in accordance best practices and standards for archives and collections care.

Qualified candidates will have the following demonstrated skills and experience:

- Bachelor of Arts in Museum Studies, History, Public History, or similar field.
- 3-5 years experience in a management role at a public or private non-profit institution, preferably a local or regional historical organization.
- An interest in local history and knowledge of Minnesota, Midwest regional and United States history.
- Ability to provide strong leadership, vision, and strategic direction. Experience in developing and implementing strategic plan.
- Demonstrated knowledge of standards and best practices for museums, archives and collections management, non-profit administration. Demonstrated involvement in relevant professional organizations.
- Proven ability to work cooperatively, diplomatically, and effectively with boards, volunteers, staff, and in community relations and outreach capacities.
- Competence in managing museum operations, including customer service and personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and a diverse public audience.
- Experience in facility management, preference for demonstrated experience specifically with historic buildings.
- Demonstrated ability in developing and managing budgets.
- Excellent communication, planning, time management, and decision-making skills.
- A working knowledge of Microsoft Office programs, PastPerfect, and Quickbooks, or similar programs.
- Willingness to work a variable schedule, including weekends and evenings when needed.

Salary commensurate with experience. Health insurance benefit offered.

Applications received by February 14, 2017 will be considered first. Open until filled.

To Apply: Submit a cover letter and resume to Sarah Beimers, NHS Board President, by e-mail to northfieldhistoricalsociety@gmail.com or by USPS mail to ATTN: Sarah Beimers, Board President, Northfield Historical Society, 408 Division Street, Northfield, MN 55057.