

## **History Center of Olmsted County**

1195 West Circle Drive SW  
Rochester, MN 55902

Executive Director (ED)

Position Type: Full Time, Salary

### **SUMMARY**

The History Center of Olmsted County (HCOC) is seeking a passionate, entrepreneurial leader to accept responsibility for the growth of the museum's financial health, program development, and leadership. We offer an opportunity to lead, promote, and grow our valued organization with the help of an engaged Board of Directors, experienced staff, and enthusiastic volunteers.

HCOC creates a better understanding of life in Olmsted County, Minnesota with programs that inspire and encourage the exploration of our history. We do this by giving people access and opportunity to learn about the past through interpretive programs, exhibits, research, publications, and events.

A presence in Olmsted County since 1926, the History Center is located in Rochester, Minnesota, home of a \$6.5 billion Destination Medical Center economic development initiative. HCOC has the privilege of partnering with several community organizations and clubs including the Mayo Clinic. In addition, we have public programs that include permanent and changing exhibits, K-12 educational programs, special events, a curated collection, and a professional archives department.

The Board believes the ED has three main priorities:

1. Effective Development
2. Leadership with passion
3. Implementation of Strategic Initiatives

### **POSITION DESCRIPTION**

The ED reports to the Board of Directors with the responsibility to maintain transparent communication and to deliver on the mission and goals of the organization. S/he is responsible for the general and fiscal health of the organization, including fundraising, exhibits, collections management, educational activities, community outreach programs, partnerships, properties, and external relations. This person improves and develops administrative processes and procedures to keep the Board and Staff informed of key decisions, meetings, and information that aid in understanding outcomes.

The ED interacts with many constituencies, monitors trends in public history and education, and recommends exciting innovative programming to keep pace with a changing environment. S/he leads the development and marketing efforts, and is called upon to be a visible representative of HCOC in fundraising, recruiting, and public events.

The ED must have a contagious passion for leadership, fundraising, historical preservation, education, storytelling, and inspiring others.

### **JOB ACCOUNTABILITIES:**

#### **Fundraising**

- Responsible for the creation and implementation of innovative and ongoing fundraising strategies, with accountability to the Board for meeting the goals of these strategies.

- As lead fundraiser, the ED will work in collaboration with the Board, and all HCOC fundraising constituents which include public, private, and governmental agencies of Olmsted County.

### **Financial Management**

- Create and submit an annual budget to the Board for approval, and provide monthly updates on budget variances.
- Validate that appropriate audit controls are in place for all accounting systems.

### **Strategic Planning**

- Annually provide the Board with an updated 2-5 year strategic plan to include growth in revenue, membership, volunteer hours, and attendance.

### **Public Relations**

- Increase local and regional awareness of the Mission and programming offered by HCOC, so it is broadly recognized and attracts people to become visitors, members, volunteers, and donors.
- Manage a shared relationship with Mayo Clinic for tours and events at Maywood Mansion.

### **Human Relations**

- Conduct annual salary and performance reviews for all staff. S/he is responsible for employee performance, recruitment, selection, orientation, development, and a positive team culture.

### **SKILLS**

#### Minimum

Bachelor's degree. Degree in Business, Marketing, Development, Museum Studies with a focus on management practices, or relevant field is desired.

3-5 years experience with a public museum or similar non-profit organization leading 5+ employees.

Proven administrative, analytical, and strategic planning skills.

Proven skills in the budgeting process and successful fundraising.

Flexible schedule to attend evening and weekend activities.

#### Desired

Master's degree in relevant field.

Demonstrated record of leading and developing employees and volunteers.

Exceptional interpersonal and communication skills to include public speaking.

Grant writing skills.

Proficiency with general computer software.

Employment is contingent upon a satisfactory background check.

HCOC is an equal opportunity employer.

Must agree to reside in Olmsted County.

Job Type: Full-time

Start Date: 7/1/2019

Salary: \$55,000 - \$60,000 per year, depending on qualifications and experience.

Deadline to respond with credentials and experience, via e-mail **ONLY**, April 12, 2019.

E-Mail to: [crulemn@hotmail.com](mailto:crulemn@hotmail.com)

Thanks for applying to join our team!