



Hennepin History Museum

Your source for local history since 1938

2303 Third Avenue South

Minneapolis, MN 55404

(612) 870-1329 www.hennepinhistory.org

We collect, preserve and share Hennepin County history to educate, enlighten and inspire. Your History. Your Museum.

Hennepin History Museum Executive Director

The Hennepin History Museum seeks an Executive Director to provide dynamic leadership and to direct policymaking, fundraising, planning, organization, staffing, and operations. The Executive Director will work closely with the Board of Directors to refine, develop, and implement a progressive program for the Museum's fundraising, exhibitions, collections management, educational activities, and community outreach.

Summary of Responsibilities:

- Works in conjunction with the Board to implement the museum's Strategic Plan, establish initiatives to fulfill the Museum's mission, and increase local, statewide, national and international awareness of Hennepin County's history
- Promotes inclusive excellence in all aspects of the museum
- Directs the Museum's operations, including development, education, public programming, finance, external communications, and staffing
- Manages and leads full-time and part-time staff, volunteer programs, and consultants
- Leads and participates in fundraising and development activities in conjunction with the Development Director, including grant writing and developing relationships with foundations, corporations, and individual donors
- Serves as spokesperson and chief advocate for the Museum; establishes strong partnerships in the community; enhances the Museum's public image
- Directs the overall development of public relations and marketing initiatives; develops an effective communications plan to raise the profile of the Museum
- Manages, secures, and maintains all Museum property, facilities, and collections; leads and participates in facility planning

Qualifications:

The Executive Director has responsibilities that intersect with nearly all facets of life at the Museum. As such, qualified candidates will satisfy many or most of these qualifications, but no single qualification is dispositive.

- Bachelor's degree; advanced degree preferred
- Five years of management experience in a museum, nonprofit, and/or business
- Experience with a professional magazine and multimodal communication

- Ability to provide strong leadership, vision, and strategic direction; experience developing and implementing strategic plans
- Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations, as well as a history of involvement in relevant professional organizations
- Strong record of success in fundraising and audience development
- Demonstrated excellence in writing and public speaking
- Proven ability to work cooperatively, diplomatically, and effectively with boards, volunteers, and in community relations
- Competence in managing museum operations, including personnel matters; demonstrated ability fostering productive relationships with staff, volunteers, and diverse public constituencies
- Evidence of success in developing, managing, and growing an annual operating budget; strong business management skills
- Excellent planning, time management, and decision-making skills; working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software
- Willingness to work a variable schedule, including weekends and evenings when needed

Salary is commensurate with experience: \$48-51,000 with potential for growth. Competitive benefits package. The Hennepin History Museum is an equal opportunity employer.

ABOUT THE HENNEPIN HISTORY MUSEUM

Founded in 1938 as the Hennepin County Historical Society, Hennepin History Museum is dedicated to bringing the diverse history of Hennepin County and its residents to life through exhibitions, library, collections, and educational programs. Our mission is to collect and preserve the history and stories of Hennepin County. Your history. Your museum.

Hennepin History Museum maintains an extensive collection of historic artifacts and archival materials relating to the history and evolution of Hennepin County. Our collection has its roots in the early collecting efforts of the Minnesota Territorial Pioneers Association, an organization dating back to the 1850s and representing members who were residents of Minnesota prior to 1858. In 1938, the Hennepin County Historical Society was organized, encompassing both the earlier Territorial Pioneers Association collections as well as materials obtained by the newly formed organization. The collections have continued to grow, and represent the history and stories of both the earliest local residents as well as more recent arrivals.

HOW TO APPLY:

Please email, in PDF format, your cover letter, resume, and contact information for three professional references to HHMHiringComm@gmail.com

Applications will be accepted until June 16, 2019 or until the position is filled.