

**St. Louis County Historical Society seeks applicants for an Executive Director. This is a full-time position with a starting salary of \$70,000-\$75,000 per year plus benefits.**

Please submit your resume and cover letter no later than **September 30, 2024**.

*Hard copies are preferred.*

Send cover letter and résumé to;  
**St. Louis County Historical Society**  
**ATTN: R L Hein**  
**506 West Michigan Street**  
**Duluth, MN 55802-1505**

Or send to; [rjhein@charter.net](mailto:rjhein@charter.net)

*For details, see the job description below. You may also view the job listing on our [website](#).*

## **St. Louis County Historical Society Executive Director**

JOB TYPE: Permanent position

**6-28-2023**

OPENING DATE: August 30, 2024

CLOSING DATE: September 30, 2024

LOCATION: Duluth, Minnesota

SALARY RANGE: \$70-75K

St. Louis County Historical Society is looking for an Executive Director or equivalent level professional who is a self-starter, innovator, team builder, problem solver and collaborator. This position provides a unique opportunity to help form and guide the course of a mature but growing Historical Society and its attendant museums and exhibits.

### **1. Job Description:**

- A.** The position requires passion, initiative and vision along with effective leadership and a broad management skill set.
- B.** The person selected will help move the Society to future levels of prominence at the local, Statewide, national and international levels.
- C.** The executive director will be directly responsible for the society's daily operations, curatorial initiatives, collections management, outreach activities and museum exhibits.
- D.** The executive director reports directly to the Board of Governors.
- E.** This position is designated an at-will, exempt position and may require evening or weekend hours as needed.
- F.** The Executive Director's behavior must demonstrate the highest level of ethical standards and personal integrity.

### **2. Essential Duties and Responsibilities:**

## **2.1 Operations;**

- A. Coordinate and oversee programming research and planning, museum development and staff/volunteer management.
- B. Ensure successful planning, implementation and evaluation of ongoing programs, events and exhibits.
- C. Support museum staff to ensure valued assets are preserved, protected, and represented in a respectful manner.
- D. Administer and oversee the acquisition and professional management of a wide range of artifacts and objects; direct and oversee accessioning, deaccessioning, preservation, research, and other related professional activities.
- E. Administer and oversee grants that are awarded, including project development, budget preparation, monitoring, reporting and evaluation, financial, and narrative reporting.
- F. Assure that the collection of artifacts and exhibits meets professional standards.

## **2.2 Leadership;**

- A. Provide leadership through effective goal setting, accountability and communication of pertinent information sharing across the organization.
- B. Foster effective collaboration with Board of Governors, Staff, Volunteers, Depot tenants, Affiliate Historical Societies and other appropriate agencies and organizations.
- C. Represent the Society at meetings, conferences, and other public events.
- D. Understand, support and promote effective informational technology development.

## **2.3 Financial Planning;**

- A. Develop, propose, and execute an annual budget based on financial stewardship, fiscal responsibility, and organizational sustainability.
- B. Provide appropriate financial reporting documents to ensure fiscal oversight responsibilities are met.
- C. Seek additional opportunities for financial support through fund-raising campaigns, grants, and sponsorships, working in concert with appropriate staff.

## **2.4 Other responsibilities as assigned.**

## **3 Education and Experience Minimum Job Requirements:**

- A. Bachelor's degree in History, Museum Studies, Nonprofit Administration/Management or equivalent degree program. Master's Degree preferred.
- B. Documented, successful management, leadership experience at the Executive Director or equivalent level in a Historical Society, Museum, Historic Preservation, Public History or nonprofit organization for a minimum of 3 to 5 years.
- C. Proficient in the use of Microsoft Office.

## **3.3 Preferred Qualifications;**

- A. Advanced degree in History, Museum Studies, Nonprofit Administration/Management or equivalent degree program.

## **4 Knowledge, Skills & Abilities Required:**

### **4.1 Operations;**

- A. Working knowledge and understanding of museum/non-profit operational standards and best practices.

- B. Knowledge of museum standards for exhibition design, experiential learning, collections care and management.
- C. Knowledge of information and bibliographic research principles, methods, and techniques.

**4.2 Management;**

- A. Skill in business and financial planning.
- B. Employee development and performance management skills.
- C. Ability to provide strong leadership, vision and strategic direction.
- D. Demonstrated skill in strategic planning.
- E. Secure and manage volunteer resources.
- F. Identify and provide professional development needs and opportunities for staff and Board.
- G. Demonstrated skill in establishing a process that ensures that operational plans result in a successful outcome and conclusion. (Project Management)

**4 . 3 Relationships;**

- A. Knowledge, skills, and ability to effectively work with a Board of Directors.
- B. Knowledge, skills, and ability to effectively work with governmental agencies to include the County Commissioners, County Administration and other governing bodies.
- C. Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- D. Ability to foster a cooperative and collaborative work environment.
- E. Ensures staff benefits and salary increases are considered and aligned with professional standards.
- F. Administers a performance appraisal and performance improvement process to assure high levels of expertise and performance.
- G. Knowledge of and sensitivity to human rights, and social justice issues.
- H. Enhances the Societies/museum’s public image to expand interest and support.

**4 . 4 Leadership;**

- A. Demonstrated organizational and resource management skills.
- B. Ability to supervise and train employees to include organizing, prioritizing, and scheduling work assignments.
- C. Skilled in the application and use of best practices in leadership and management functions.
- D. Knowledge of public relations principles and practices.
- E. Skilled in the effective use of oral and written communication.

**4 . 5 Financial Planning;**

- A. Demonstrated success in fundraising, grant awards, donor cultivation, stewardship, and development of alternate revenue resources.

**4.6 Passion;**

- A. Has a demonstrated passion for the value of history, culture and museum exhibits.
- B. Must have a demonstrated record of being a self-starter, team builder, and problem solver.

**4.7 Conditions of Employment;**

- A. Employee in this position is subject to terms and conditions of an employment contract,
- B. The Executive Director will be provided with a Job Performance Contract and is subject to an annual performance review.