

## Position Posting Executive Director



Full-time position Mon.-Fri 9am-5pm with occasional evenings and weekend

Selected candidate will relocate to Moorhead, MN-Fargo, ND community

Annual Salary range: \$75,000-85,000

Benefits: 12 vacation days, 12 paid holidays, 48 hours sick leave, 50% of health insurance premium with group plan, 3% match of Simple IRA contributions

Please apply online through HireClick: <http://hcsconline.hireclick.com/jobboard>

The primary work of the executive director is to encourage and support the mission of the Historical and Cultural Society of Clay County: To collect, preserve, interpret and share the history and culture of Clay County, Minnesota. The executive director develops strategic partnerships, engages donors, raises funds, and supports staff in telling the community's stories through exhibits and programs. This role requires a dynamic leader with a passion for history, a commitment to cultural diversity, and the ability to inspire others.

### **Responsibilities and requisite skills include:**

#### ***Build and maintain relationships***

- Build relationships in the community with people who are interested in the preservation and study of local history and value the rich culture of the community.
- Work collaboratively to build relevance for individuals and groups who are not currently engaging with HCSCC, ensuring the organization reflects and serves the entire community.
- Cultivate relationships with community members, donors and sponsors who are committed to advancing the mission and vision of the HCSCC through exhibits and events that highlight both the history and culture of the community.
- Develop and implement fundraising strategies, including grant writing and donor campaigns, to sustain and expand HCSCC and its programs.
- Engage in open and collaborative conversations with the City of Moorhead and Clay County representatives to ensure their understanding and ongoing support of the museum as a vital resource to draw visitors and enrich the lives of residents.
- Represent the HCSCC at meetings, conferences and other public events.

#### ***Manage and oversee museum operations***

##### *Financial & legal management*

- Closely manage and assess finances to ensure ongoing financial stability.
- Prepare program and financial reports as required by or on behalf of the HCSCC to meet standards of transparency, clarity and accountability to fulfill HCSCC's fiduciary responsibility.
- Manage grant projects, including writing, budget preparation, monitoring, and reporting.
- Partner with the bookkeeper and annual auditor to prepare accurate and timely reports for the financial oversight of the board treasurer and the board as a whole.

## Position Posting Executive Director



- Adhere to processes that ensure timely and accurate processing of all legal reports required by city, county, state, and foundation entities.

### *Operations*

- Oversee the work of the staff and provide the support, resources and accountability they need to fulfill the mission of the museum, including daily operations, curatorial initiatives, collections management, outreach activities, and museum exhibits.
- Support museum staff to ensure valued assets are preserved, protected, and represented in a respectful manner, including guiding accessioning, deaccessioning, preservation, research, and other related professional activities.
- Work with and support staff and volunteers at events and programs, including those that occur evenings and weekends.
- Foster effective collaboration with staff and other Hjemkomst Center tenants.

### ***Lead the staff and partner with the board***

- Use cultural and historical knowledge and understanding to guide the work of HCSCC.
- Lead initiatives to ensure HCSCC's work remains relevant and representative of the community.
- Partner with the board and staff to set and implement the vision and strategic plan for the HCSCC.
- Provide timely performance reviews that support and encourage each staff member's development and their ability to do quality work.
- Provide regular reports to the board on the operations and financial status of HCSCC to ensure they have the information they need to fulfill their fiduciary responsibility to uphold the mission and oversee the financial stability of the museum.

## **Qualifications:**

### ***Required***

Demonstrated knowledge, skill, and experience of three to five years in managing people, finances, and operations.

Demonstrated commitment to and understanding of diversity, equity, accessibility, and inclusion within organizations and across a community.

Proven ability to build collaborative relationships with diverse stakeholders.

### ***Additional preferred experience and education:***

- Experience fundraising and building donor relationships
- Three to five years' work experience within nonprofit organizations
- Bachelor's degree or higher
- Work with municipalities and/or state governments
- Skills with advanced technology, especially accounting applications
- Detailed financial management experience

## Position Posting Executive Director



### *Other considerations about the position:*

- The position is an on-site, in-person position that requires the executive director to live in the local community.
- The museum shares space with other tenants in a building that is maintained by the City of Moorhead.
- The museum manages multiple off-site locations some of which are owned by partner entities.

### **About the Historical and Cultural Society of Clay County**

The Historical and Cultural Society of Clay County is located in Moorhead, Minnesota, inside the Hjemkomst Center on the banks of the Red River of the North, home of the *Hjemkomst* Viking ship replica and the Hopperstad Stave Church replica. We are a museum that preserves the history and cultural heritage of our region informed by the fact that art is an integral expression of human experience. We engage visitors with programming that speaks to our belief that history, art, and culture are necessarily deeply intertwined.

Our mission to collect, preserve, interpret, and share the history and culture of Clay County, MN, is fulfilled with changing traveling humanities exhibits, in-house history and art exhibits, and programming that includes history lectures and Pangea-Cultivate Our Cultures, our annual showcase of the diverse cultures of our community. We manage the historic Comstock House, owned by the Minnesota Historical Society, and we care for the 1870 Bergquist Cabin, the Parke Township Rollag One-room School house, and the rural Clay County Yankee Cemetery. Our collections include 12,000 3-D objects and 500 linear feet of archival materials. Each year, approximately 30,000 people participate in our programming.

The Executive Director reports to the HCSCC Board of Directors and oversees a team that includes the Director of Museum Operations, Programming Director, Collections Manager, Archivist, Communications Manager, Visitor Services Manager, volunteers, and interns.

<https://www.hcsconline.org/>