

## **Alliance Coordinator**

Minnesota Alliance of Local History Museums

**Description:** This position exists to serve as the chief administrator for the Alliance and represent the organization as the public face across the state. The Alliance Coordinator will oversee the state history conference, provide outreach and membership development, facilitate development through MALHM Teams, and other duties as necessary or assigned. The position is full time (\$54,000 for 2080 hours annually with an average of 40 hrs/week, but will fluctuate seasonally with commitments such as the annual conference), with hours set in consultation with the Board to accomplish the work plan. Worksite will be negotiable with the incumbent, as we recently leased an office space in St. Paul, MN.

**Directly Reports to:** Board Chair

### **Summary of Work:**

1. Coordinate State History Conference
  - a. Staffs and recruits members to the Host Committee to coordinate Conference logistics
  - b. Maintains and updates the Conference Manual on an annual basis
  - c. Staffs and recruits members to the Program Committee to coordinate Conference program schedule
  - d. Coordinates Conference logistics, including but not limited to marketing Call for Proposals, soliciting sponsorships, vendor hall coordination
  - e. Develops future conference sites two years in advance in consultation with the Board of Directors, when able
2. Support Membership Development
  - a. Maintains the membership roster including processing renewal notices
  - b. Recruits new members within targets set in consultation with the Board
  - c. Periodically surveys members and potential members to ensure alignment of Alliance programs and services with general expectations.
  - d. Develop and coordinate member engagement opportunities across the state
  - e. Regular communication via email and social media with updates on MALHM activities
3. Public Relations & Community Outreach Statewide
  - a. Attend regional history group meetings across the state
  - b. Serve as MALHM representative on the Minnesota History Coalition
  - c. Represent MALHM at the conferences or functions of primary history stakeholders
  - d. Maintain a strong working relationship with the Minnesota Historical Society
  - e. Support primary history stakeholders as needed
  - f. Coordinate social media strategy
4. Serve as chief administrator for the alliance
  - a. Prepares board meetings, including logistics and meeting materials, in consultation with the Executive Team
  - b. Develop, carry out, and report on two-year work plan with our partners at Local History Services
  - c. Maintain MALHM Lending Library

- d. Opens and routes for action all incoming mail (correspondence and bills)
  - e. Works with MALHM Treasurer to reconcile QuickBooks
  - f. Maintains the website
5. Oversee MALHM Teams Initiative
    - a. CollectiveAccess
      - i. Support CollectiveAccess Project Manager
      - ii. Executes contracts and performs business functions of CollectiveAccess
    - b. Mutual Assistance
      - i. Maintain emergency network resources, including supply caches and contacts.
6. Other duties as necessary or assigned.

### **Minimum Qualifications**

- Familiarity with and passion for local history organization operations of varying sizes.
- Strong human relations, interpersonal, and leadership skills.
- Ability to travel around Minnesota, valid driver's license and insured vehicle required.
- Work independently as well as collaborate in a team environment.
- Ability to manage multiple tasks and projects.

### **Desired Qualifications**

- Bachelor's degree in history, administration, or related field OR equivalent experience.
- Demonstrated comfort level in working with technology including but not limited to Google Workspace applications, QuickBooks, Zoom, Weebly, Mailchimp, and SurveyMonkey.
- Two years of experience in a leadership position.
- Experience coordinating event logistics.

To apply, send resumé, cover letter, and three professional references to [hello@mnhistoryalliance.org](mailto:hello@mnhistoryalliance.org). Position open until filled, with first review of submitted applications on December 4, 2023.