

Friends of the History Museum of East Otter Tail County Executive Director

Job Title: Executive Director

Education: Bachelor's degree (minimum) and degree preferred in museum studies and/or non-profit management.

Experience, skills, and knowledge:

- Outstanding fundraising experience
- Successful at identifying, writing and obtaining grant funding at all levels
- Ability to develop and manage a volunteer program
- Organizational and administrative experience
- Ability to initiate programs, train and motivate people, coordinate activities, speak publicly, and work effectively with the public, private groups, and community organizations
- Considerable knowledge of and interest in the subject matter dealt with by the museums
- Should understand and be able to implement organizational development strategies
- Experienced in strategic planning, facilitating and coordinating efforts
- Current technology experience/skills, i.e., web site, social media, databases, MS Office, Quicken
- Minimum of three years of non-profit work demonstrating successful outcomes
- Previous experience working within museum or related field preferred

Job Description:

Appointed by and reporting to the Board of Directors, the Executive Director serves at the pleasure of the Board and must possess the following core competencies and be held accountable for these responsibilities:

- Carry out a mission-driven agenda for the Friends of the History Museum of East Otter Tail County
- Be a passionate and active advocate for the Friends and the museums currently under management including the History Museum of East Otter Tail County and the ITOW Veterans Museum
- Serve as principal spokesperson and interface with organizations in the field and related to the field, including but not limited to members, the media, foundations, government agencies, etc.
- Enthusiastically lead and expand fundraising and other revenue centers to fully support the organization
- Oversee budgeting, finance, and operations in order to meet established goals
- Be fiscally responsible, understanding the budget and all of its implications

- Be an inspiring leader that empowers staff and volunteers
- Build strategic alliances where appropriate and possible
- Develop and communicate a vision for the Friends and the Museum currently under management
- Conduct strategic and operational planning and evaluation for the association at large, and delegate and manage strategic and operational planning and evaluation of programs and services
- Hire, manage, and motivate a professional staff
- Act as staff liaison to the Board of Directors, the Finance Committee, and Fundraising Committee at a minimum
- Manage a complex organization, delegating authority and managing results
- Command the respect of stakeholders (e.g., donors, members, other associations)
- Make available professional development and advancement for the staff and volunteers of the organization

Compensation: Negotiable

Send resume with compensation requirements to:

Director Search
Friends of the Museum
230 - 1st Ave North
Perham, MN 56573

Or email to: info@itowmuseum.org, add “Director Search” in subject line.