

JOB TITLE:	#1250 Capital Projects & Sustainability Manager
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$ 4,396.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program need.
CLASSIFICATION:	18K Supervisory
HIRING MANAGER:	Director, Facilities & Risk Manager
POSTING DATE:	January 13, 2016
DEADLINE DATE:	Application materials must be received by February 11, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Capital Projects & Sustainability Manager to oversee the Minnesota Historical Society's institutional sustainability and capital project planning and management programs.

RESPONSIBILITIES: 1) manage the planning, development, funding, and implementation of capital projects; 2) develop institution-wide sustainability strategy and deliver projects to meet defined goals; 3) provide fiscal and personnel management to all areas of Capital Projects and Sustainability; 4) create awareness of and support for, and evaluate sustainability throughout the institution to ensure goals and outcomes are met; 5) and establish and maintain internal communications of the sustainability and capital projects programs among MNHS staff, volunteers, interns, and other stakeholders.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in environmental science, historic preservation, architecture, or related field, plus six years program experience or equivalent OR an advanced degree plus five years program experience or equivalent.
- Ability to work with architects, consultants, contractors, and a wide variety of technicians and professionals.
- Understanding of the Secretary of the Interior Standards for Historic Preservation, Restoration, and Rehabilitation and how to interpret these standards.
- Familiarity with the National Park Service Preservation Briefs.
- Demonstrated skills in supervising staff, volunteers, interns, or contractors.
- Strong, demonstrated ability to analyze, manage and implement multiple projects.
- Strong written and verbal communication skills.
- Demonstrated ability to cultivate and maintain positive working relationships among MNHS staff, contractors, consultants, and the general public.
- Ability to work with various groups and constituencies of various backgrounds.
- Strong attention to detail and organizational skills to create, carry out, and track institutional environmental sustainability initiatives.
- Demonstrated ability to track the latest research, programs, and opportunities surrounding institutional sustainability issues.
- General knowledge of sustainability principles and the ability to develop future project opportunities.
- Understanding of the science and technologies available to implement sustainable practices.
- Must have valid driver's license and be willing to travel statewide.
- Demonstrated ability to work successfully with diverse groups of people.
- Demonstrated ability to work on a team and lead others toward a common goal.

DESIRABLE QUALIFICATIONS:

- Graduate degree in architecture, engineering, environmental science, construction or facilities management with three years of experience in any of those or a closely related field.
- Knowledge and training in preservation and restoration of historic buildings.
- Knowledge and skills in mathematics including statistical analysis.

- Familiarity with LEED-EBOM and/or the State of Minnesota’s Sustainable Building Guidelines, and B3 Benchmarking program.
- Environmental or professional certifications, e.g. LEED AP.
- Familiarity with the Minnesota Historical Society, its programs and historic sites network and/or Minnesota history and geography.
- Technical knowledge of both historic and contemporary building systems and mechanics.
- Experience managing construction contracts valued at \$5,000 - \$15,000,000.
- Knowledge and ability to read, understand, and explain construction documents and construction contract management principles.
- Background in architectural design.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources @mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment.

EEO

Applications will be acknowledged

- No phone calls please -