

JOB TITLE:	#1299 Director, Heritage Preservation
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.
SALARY:	\$5,889.00 monthly minimum. Salary commensurate with experience.
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	18M Management
HIRING MANAGER:	Senior Director, External Relations
POSTING DATE:	June 14, 2016
DEADLINE DATE:	Application materials must be received by July 5, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Director, Heritage Preservation to lead MNHS Heritage Preservation programs and services by administering the state's program of identification, evaluation, registration and treatment of historic properties, as a component part of the state and federal historic preservation program, encouraging the development of state and local history programs and organizations in Minnesota and overseeing the Society's grants-in-aid programs to increase the capacity of external partners and support the work of historic preservation and history statewide.

SUMMARY OF WORK: 1) manage the State Historic Preservation Office (SHPO), which administers Minnesota's state historic preservation program, established under state and federal law. This includes, but is not limited to, overseeing the federal program areas (Administration; Historic Preservation Planning; Survey and Inventory; National Register; Development, Acquisition, and Covenants; Review and Compliance; Local Government Certification; and Preservation Tax Incentives) and preparing annual applications and end-of-year reports to the National Park Service; 2) oversee the Government Programs & Compliance work unit, providing support and guidance in carrying out the SHPO's Local Government Certification and Review and Compliance program responsibilities under federal and state law. (The work unit is managed and supervised by the Manager of the Government Programs & Compliance; 3) oversee the Grants Office work unit, providing support and guidance in administering state and federal grants-in-aid programs to support history and historic preservation projects statewide. (The work unit is managed and supervised by the Grants Manager.); 4) oversee the Outreach Services work unit, providing support and guidance in building capacity within local history organizations throughout the state. (The work unit is managed and supervised by the Manager of Outreach Services.); 5) manage department fiscal activity, develop budgets, monitor expenditures, analyze project proposals, and perform cost/benefit analysis; 6) contribute to institutional management by working with the Director & CEO, Senior Directors and Finance staff to establish strategic priorities, policies, programs, budgets, and annual, biennial, and long-range plans. Represent MNHS as a member of professional organizations and contribute to the advancement of the field of history preservation.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts degree in history, historic preservation, urban and regional planning, law or related field with specialized courses in historic preservation, plus eight years program experience or equivalent OR an advanced degree plus six years program experience or equivalent.
- Working knowledge of federal historic preservation programs.
- General knowledge and experience in the field of grants administration.
- General knowledge and experience with the administration of nonprofit organizations.
- Flexibility and versatility in judgment, analysis, and organizational ability to develop, coordinate, and manage a wide variety of projects and procedures.
- Demonstrated ability to communicate effectively orally and in writing, and to speak effectively to both large and small groups.

- Demonstrated ability to effectively represent an agency program and to maintain positive, strong long-term working relationships with a wide variety of clientele.
- Experience and ability in personnel management and supervision.
- Management experience, and leadership qualities in formulating objectives, setting priorities, and planning.
- Demonstrated ability to budget and exercise fiscal responsibility.
- Willingness to travel and work evenings and weekends, as needed.

DESIRABLE QUALIFICATIONS:

- Advanced degree in history, historic preservation, urban and regional planning, law or related field with specialized course in historic preservation, land use development, or environmental protection.
- Meets the Secretary of the Interior's Professional Qualifications Standards in one of the following disciplines: historical architecture, history or architectural history.
- Five to seven years recent experience in working with federal Historic Preservation Fund programs.
- Highly developed interpersonal skills to negotiate, mediate and collaborate with a wide variety of people with a diverse range of knowledge and skills and diverse backgrounds, education and interests.
- Advanced problem solving abilities with experience in mediation and negotiation.
- Extensive knowledge of the state and federal laws and regulations relating to historic preservation and the larger environmental review process within which these laws function.
- Extensive experience in developing and administering complex programs involving grants and tax credits.
- Knowledge of Minnesota history and/or prehistory.

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 -