

JOB TITLE:	#1288 Senior Director, Earned Income, Guest Services & Sales
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
SALARY:	\$7,839.00 monthly minimum. Salary is commensurate with experience.
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	26M Management
HIRING MANAGER:	Director & Chief Executive Officer (CEO)
POSTING DATE:	May 25, 2016
DEADLINE DATE:	The application deadline for this position has been extended through June 30, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

As the largest historical society in the nation with a reputation for being a leader in using the power of history to transform lives, the MNHS is seeking a progressive, innovative senior director who will work collaboratively to create a bold, exciting new future for the organization and help us keep history fresh and relevant in a changing world.

The Minnesota Historical Society (MNHS) is re-envisioning its executive leadership team, culture and organizational structure to more closely align with and execute on strategic priorities, shape operating standards and institutional policy, and develop management talent.

We are looking for a mission-focused, strategic, and process-minded leader with experience scaling an organization, leading management teams, and developing a high functioning team culture among groups of diverse, talented individuals. This position requires the ability to set clear expectations, in terms of goals, roles, decisions; ensure appropriate involvement in decision making; and build understanding in and across teams, even when views are in conflict. It is essential that the Senior Director create highly effective systems to increase overall efficiency within MNHS.

As a member of the Executive Team, reporting to the Director & CEO, the Senior Director of Earned Income, Guest Services & Sales provides leadership for increasing sales and earned income across MNHS operations, enhancing our brand, our reputation and our growth in the market and ensuring excellent guest services. The Senior Director is charged with driving integration and alignment among all earned revenue-related areas. The Senior Director leads short- and long-term planning for guest services and earned revenue generation to ensure that the entire organization is aligned to meet guest-related objectives. The Senior Director works closely with the Guest Experience & Educational Services division staff to set revenue targets and pricing and to manage the life cycle for exhibits, programs, and educational products.

SUMMARY OF WORK: 1) provide vision, leadership and strategies for earned income generation alignment across the organization; 2) provide leadership and management oversight to enhance the MNHS brand and reputation, maximize current revenue opportunities, lead the charge for new opportunities, align marketing and sales functions to revenue strategy and maintain excellent guest services across all MNHS venues; 3) actively participate in the development of annual, two-year and long-term plans and budgets for MNHS's programs; 4) work with the Director on matters relating to the MNHS Executive Council and Executive Committees; 5) represent the MNHS and manage its relationships with public and private organizations, government agencies, and other key constituent groups, seeking opportunities to build partnerships and further the accomplishment of MNHS strategic objectives; and 6) provide overall direction for placing, training, supervising and motivating assigned staff, interns, volunteers and fellows. Ensure compliance with MNHS policies and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in business administration, marketing or related area.
- Successful and progressive sales experience.
- Demonstrated ability to lead and manage multiple revenue generating functions.
- Demonstrated ability to set and achieve revenue targets.
- Broad knowledge of museum trends and marketing.
- Demonstrated ability to develop a high functioning team culture among groups of diverse, talented individuals.
- Ability to work with MNHS staff, MNHS Executive Council members and broad range of constituents.
- Excellent interpersonal skills, including the ability to lead and work as a member of a team.
- Mastery of supervisory skills and the ability to manage activities through others.
- Ability to identify, interpret and apply appropriate laws and regulations.

DESIRABLE QUALIFICATIONS:

- MBA or advanced degree and/or certification.
- Knowledge of the MNHS and its programs, including the MNHS charter, by-laws, mission statement and institutional goals.

TO APPLY: Review of candidate materials will begin immediately with a deadline of **June 30, 2016**. The application materials should include a resume with contact information for at least three professional references and a letter of interest addressed to Dr. Brent Glass, c/o Bryan and Jordan Consulting, LLC, 1921 Sunderland Place NW, Washington, DC 20036.

Please email your application materials to MNHSSearch@gmail.com or mail hard copies of application materials to Dr. Brent Glass, c/o Bryan and Jordan Consulting, LLC, 1921 Sunderland Place NW, Washington, DC 20036.

Application materials must be complete and received by the application deadline date in order to be considered. EEO