

## **Executive Director – Full Time, North Star Museum of Boy Scouting and Girl Scouting**

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The North Star Museum of Boy Scouting and Girl Scouting seeks a full time Executive Director. The museum is a vibrant non-profit located in North St. Paul, MN. It owns a building with program and exhibit space and holds a large collection of both Boy Scout and Girl Scout historical items and documents. The museum has been operating since 2019 primarily with volunteer staff and now seeks to expand its capacity and programming for new audiences. The museum is a membership organization with an active board, board committees, and volunteers. Paid staff consists of one part time administrative assistant/bookkeeper. The Executive Director reports to the Chair of the Board of Directors. The position is full time salaried and “at will”. Applicants from diverse backgrounds are encouraged to apply.

The ideal Executive Director must have at least five years of experience in upper-level management of a nonprofit corporation with particular experience in volunteer management, fund raising, and finance. The candidate must have a minimum of a bachelor’s degree (or equivalent experience and/or education). Knowledge and experience with museum and collections management is preferred and it is also a plus if the candidate is familiar with Boy Scouting and/or Girl Scouting. The person in this position must have well-rounded non-profit management experience and have Chief Executive competencies: planning, fundraising, administration, board relations, communications/public relations, and financial management.

**Major Purpose:** The North Star Museum of Boy Scouting and Girl Scouting is an independent, inclusive institution whose mission is to “collect, preserve, share, and interpret the history and significance of Boy Scouting and Girl Scouting in the upper Midwest.” The Executive Director’s role is to manage the operation of the institution. The ED shall be responsible for the work of the museum and ensure that it is carried out in accordance with its mission, policy, and local, state, federal law. The ED will carry out the museum’s work within the mission, vision, and plan developed collectively by the museum board, committees, and staff. The salary to be determined based on qualifications. A medical insurance stipend is also available.

### **Major Accountabilities:**

- Works with the board and the Finance Committee to develop the operating budget and overall financial plan. Provides executive oversight of the museum’s financial operations and provides timely and accurate analysis of budget, financial reports, and financial trends to assist the board in exercising its fiduciary responsibilities.
- Raises the money for the operating budget of the museum with the help and direction of the Development Committee and Board of Directors. Executes fund development strategies. Is actively involved in the planning and execution of fund raising events.
- Works with the Membership Committee to maintain and grow museum membership.
- Manages the overall operations of the museum and provides guidance, supervision and direction to staff, both paid and volunteer.

- Works with volunteers to plan and implement quality educational programs for Scouts and Girl Scouts as well as the general public.
- Prepares materials and information for the board of directors so that it may make decisions that benefit the operation and growth of the museum.
- Presents a positive image of the museum to the public both personally, with programs, and in print.

**Qualifications include:**

- A minimum of five years-experience in increasingly responsible positions, including a senior leadership role with a non-profit organization.
- Knowledge and experience in finance management and budget development.
- Proven successful fund raising experience (events, membership growth, conducting an annual fund-raising campaign, major gifts, and planned giving).
- Training, and/or experience in history-related organizations or history museums.
- Experience as either a Boy Scout or Girl Scout or adult volunteer.
- Demonstrated ability to lead, supervise, and empower a team, build relationships, exercise time management, and project management.
- Must be a goal-oriented self-starter with effective people skills.
- Proven motivational, organizational, and communication skills
- Must enjoy recruiting, working with, and supervising volunteers.
- Demonstrate a passion for the museum's mission.
- Ability to work a flexible schedule. Evening and weekend work is sometimes required to achieve objectives.
- Physical requirements include ability to lift twenty pounds and work in a museum environment.
- Must be able to demonstrate skill and comfort operating current Microsoft applications (Word and Excel), popular social media, fund raising data bases, etc.
- Some travel in Minnesota and Western Wisconsin is required and reimbursement is provided for business miles.
- Must have valid ID, driver's license, and reliable transportation.
- Qualified applicants will be required to complete a financial and criminal background check.
- Applicants are responsible for their interview expenses and for moving expenses if hired.

**To apply:**

Applications will be accepted until the position is filled  
Please send resume and cover letter to [HR@NSSM.org](mailto:HR@NSSM.org)

Or mail to: North Star Museum of Boy Scouting and Girl Scouting, **Attn: HR**, 2640 E Seventh Avenue, North St. Paul, MN 55109. [www.nssm.org](http://www.nssm.org)