



## Position Description – Vice President

Ramsey County Historical Society

November 16, 2023

**Title:** Vice President  
**Classification:** Full-Time, Exempt (1 FTE; 40 Hours/Week average) Hybrid/Flexible  
**Compensation:** Hiring Range of \$62,000-\$65,000

### Position Summary

Ramsey County Historical Society (RCHS) is evolving to better serve the residents of Minnesota’s capital county and visitors from across Minnesota. The organization is seeking a senior leadership partner reporting to the President & CEO to help implement the vision for RCHS as an institution that champions honest history, recognizes the complexity of multiple perspectives, and respects the humanity of those who make it.

Over the past 75 years, RCHS has done a lot of remarkable things, setting the stage for the next 75 years means making both incremental changes as well as strategic, transformational changes over the next few years. This will include most aspects of the organization from embracing new communication strategies and technology to meet audiences where they are, to addressing anticipated rapid staff growth, to continuing to integrate RCHS’s action-oriented commitment to Diversity, Equity, Accessibility, and Inclusion across all facets of the organization.

We are in the process of completing a capital campaign and implementing a facility master plan that will, among other things, increase our student field trip attendance to 30,000 students annually at Gibbs Farm, launch an afterschool program designed to help close the achievement gap, and create an appropriate facility to care for the artifacts entrusted to RCHS by the community we serve. We are also re-organizing our operations to support future expansions in publishing, public programming, research, and preservation to ensure our community is well-served in a future that collects, accesses, and learns from history differently.

RCHS is hiring a Vice President (VP) to help shepherd these changes, be a thought partner for the Staff and Board, and improve back-of-house efficiencies. The VP is a new position for RCHS and while core responsibilities are defined, we fully expect the position to evolve over the course of the next few years. The VP will have a wide range of responsibilities requiring both diverse experience, a commitment to life-long learning, and a curious nature.

**RCHS’s mission, values, land acknowledgement statement, and equity and inclusion statement are all included in the [“RCHS Commitment to DEAI”](#) document.** Applicants are encouraged to review this document before/during their application process. RCHS is strongly committed to equity and was one of the first 51 museums in the country to complete the nation-wide [Facing Change](#) program by the American Alliance of Museums. **BIPOC individuals comprise approximately 30% of the board of directors and BIPOC candidates are strongly encouraged to apply.**

- Reports To:** President & CEO
- Direct Reports:** Director of Collections & Exhibitions, Editor, Program & Marketing Coordinator, Accountant, IT vendor (contract), and Website vendor (contract).
- Time/Schedule:** Vice President will work onsite a minimum of three days per week during office hours that generally coincide with their colleagues (8/9 am to 4/5 pm). Occasional evening and weekend work required, particularly with community partners. While the VP's primary office is in Landmark Center in Downtown Saint Paul, they will also work out of shared space at our Gibbs Farm location in Falcon Heights.
- Benefits:** Health & Dental, Health Savings Account, Life Insurance, Sick & Safety Leave, Vacation, eligible for retirement plan after one year of employment, work-provided laptop, parking allowance.
- Prof. Development:** Senior Staff members at RCHS are required to actively pursue professional development opportunities annually. This may include volunteer board service with other community-serving non-profits. This training will be paid for by RCHS.

### **Qualifications**

RCHS recognizes that learning takes a wide variety of forms and values experience as well as academic achievement. It is believed that a BA/BS degree would be beneficial but not absolutely required for this role should a candidate have significant relevant experience and/or alternative credentials.

A minimum of seven years of experience effectively addressing a wide range of operational needs at a small business or non-profit is a must. The diverse skill-set required for this role points to an individual that is curious, self-directed, and a good communicator.

Must be fully proficient in Microsoft Office products.

Experience with software similar to ADP, Wordpress, and Quickbooks Online will be helpful. Several years of progressively responsible team leadership experience in a professional environment is desired. Experience in Marketing, social media, public programs, and/or exhibit development would all be helpful skills as well.

## **Specific Responsibilities:**

### **I. General Operations (30-40%)**

- i. Coordinate bi-weekly staff meetings.
- ii. Supervise and assist senior leaders achieve success in their respective departments by serving as a thought partner.
- iii. Collaborate with other senior staff to advise the President & CEO and the Board of Directors as needed.
- iv. Work with President & CEO and department leadership to develop annual and multi-year department goals and plans.
- v. Review and negotiate vendor contracts.
- vi. Manage information technology support via existing vendor.
- vii. Document existing standard operating procedures and develop new SOP's as needed.
- viii. Maintain organization wide policy and procedures manual, employee handbook, and emergency response plans.
- ix. Miscellaneous duties as needed.

### **II. Project Management (20%)**

- i. Act as a project manager for large scale initiatives that span multiple departments (e.g. assisting departments implement programming for RCHS's 75<sup>th</sup> Anniversary year; managing the Arthur C. McWatt Fellowship Program; or researching new insurance package options).
- ii. Support department leadership in managing and documenting project progress and expenses.
- iii. Assist department leadership in developing project cost estimates and workplans.

### **III. Human Resources (10-15%)**

- i. Coordinate annual performance review process.
- ii. Maintain personnel files.
- iii. Update employee records in ADP.
- iv. Review and manage RCHS benefits package.
- v. Work with staff to address miscellaneous HR issues.

### **IV. Support Board of Directors (10-15%)**

- i. Serve as the primary staff liaison (support) to Executive, DEAI, and Nominating committees.
- ii. Track progress towards strategic plan goals.
- iii. Assist President & CEO and Development Officer with coordination of board meetings.
- iv. Report out at board meetings for supervised departments.

### **V. Community Engagement (10-15%)**

- i. Maintain existing, and develop new, community partnerships with organizations and communities to further the RCHS mission and support history, historic preservation, and education in the East Metro. This may include membership in one or more local civic, professional, or service organizations, paid for by RCHS.

- ii. Vice President will occasionally participate with other staff and volunteers in attending community events on behalf of RCHS.
- iii. Contribute updates to be shared externally to members and internally to board members/staff.

**VI. Manage [www.rchs.com](http://www.rchs.com) (5%)**

- i. Work with vendor to manage technical maintenance of the RCHS website.
- ii. Review and post content developed by different departments.
- iii. Periodically review and update website content.

**VII. Financial Management (5%)**

- i. Assist President & CEO in developing annual operating and capital budgets.
- ii. Review accounts payable and sign checks as needed (split with President & CEO)

**RCHS mission and values:**

Mission

Preserving our Past, Informing our Present, and Inspiring our Future

DEAI

See <https://rchs.com/about/deai-statements/> for our commitment to Diversity, Equity, Inclusion, & Accessibility.

Values

Authenticity: We strive for historical accuracy in all our programs and activities.

Innovation: We consciously seek new ways to educate and create unique programming.

Inspirational: We raise awareness of our past and how that informs our understanding of our present and future.

Integrity: We adhere to the highest standards as a nonprofit organization in all our operations.

Respect: We provide experiences that respect our collective heritage and the diverse cultures of our community.

RCHS provides exceptional programming and actively preserves nearly five million pieces of archival materials and artifacts, provides direct education services to 23,000 students and teachers, publishes a nationally respected and award-winning quarterly magazine, and has a direct service reach of more than 40,000 individuals annually.

RCHS is currently developing a new strategic plan and we hope to include the new VP in that process.

**To apply:**

Applicants should email their resume and letter of interest to Chad Roberts, President & CEO ([chad@rchs.com](mailto:chad@rchs.com)).

Because written communication skills are important for this role, candidates are required to submit a letter of interest with their application. This letter should address some of the responsibilities identified in the position description, particularly as they relate to team leadership, ability to partner with colleagues to achieve shared goals, and any special skills that they believe may be relevant. Please include a brief explanation of your understanding of the value of history in our community and any current involvement in community activities.

This letter may be formatted in any basic business format preferred by the applicant. The letter should be no more than three pages in length, brevity and clarity are valued over length.

Applications will be kept strictly confidential and references will not be requested or contacted until a candidate is determined to be a finalist for the position.

Please note that incomplete applications will not be considered.

*We strive to communicate with job-seekers within 48 hours of receiving applications, however, there may be a delay as long as a week, thank you for your patience. We will remain in contact every two weeks or more frequently throughout the hiring process.*

We anticipate our hiring process to include the following steps:

1. Resume Review by President & CEO to establish a candidate pool of up to six individuals.
2. Initial interview with President & CEO to narrow the pool to three individuals.
3. Second interview with 1-2 board members, President & CEO, and 1-2 senior staff.
4. Optional – 3<sup>rd</sup> meeting if necessary.
5. Notification of finalist(s), discuss hiring parameters, discuss contacting references.
6. Reference calls.
7. Tender formal offer.

Position open until filled, interviews may start as early as November 30, 2023.