



POSITION OPENING: EXECUTIVE DIRECTOR

Ramsey County Historical Society (RCHS)

Saint Paul / Falcon Heights, Minnesota

Salary Range: \$100,000-\$120,000 + Benefits

ABOUT RAMSEY COUNTY HISTORICAL SOCIETY

Ramsey County Historical Society (RCHS) preserves, shares, and interprets the complex, multifaceted histories of Ramsey County through education, collections, research, exhibitions, publishing, and public programs.

Guided by our mission, *preserving our past, informing our present, and inspiring our future*, RCHS connects people of all ages and backgrounds to local history in ways that are accurate, relevant, and inclusive. RCHS operates Gibbs Farm, maintains a major research center and archive, publishes the award-winning *Ramsey County History* magazine, and delivers tours and programs that strengthen civic understanding and community connection.

Through our 2024-2027 Strategic Framework, RCHS is focused on strengthening operational capacity, inspiring curiosity, expanding community reach, and building a sustainable foundation for future growth.

Mission

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

Vision

Ramsey County Historical Society will continue as a trusted, innovative steward and teacher of history, committed to working with our community to build and sustain a more just and vibrant future.

Values

- We strive for authenticity and accuracy in all programs and activities.
- We embrace innovation, seeking new and unique ways to collaborate with and
- Educate our community about familiar and unfamiliar history.
- We act with integrity, adhering to the highest ethical and professional standards.
- We prioritize Inclusion and equity in our activities, processes, and decision-making.
- We embody respect, listen with intent, and work to build trusting relationships.

POSITION OVERVIEW

Ramsey County Historical Society seeks a dynamic, collaborative, and mission-driven Executive Director to lead the organization into its next chapter of impact and sustainability.

The Executive Director serves as RCHS's strategic leader, responsible for advancing the mission, strengthening organizational sustainability, and ensuring strong financial and operational management. This role partners closely with the Board of Directors, staff, volunteers, donors, and community partners to build a shared vision for the future of local history in Ramsey County.

This is a highly visible, hands-on leadership role that combines strategic leadership with active engagement in fundraising, community relations, staff development, and organizational operations. The Executive Director reports to the Board of Directors and supervises a senior leadership team.

The position is primarily in-person, with offices at Landmark Center and Gibbs Farm. Occasional evening and weekend hours are required for programs, events, and donor engagement.

KEY RESPONSIBILITIES

Strategic Leadership & Vision

- Partner with the Board to advance RCHS's mission, values, and long-term strategic plan.
- Lead organizational planning, goal setting, and performance monitoring.
- Build a shared vision among staff, board, donors, and our community partners.
- Ensure programs and interpretation reflect accurate history and the lived experiences of the communities residing in Ramsey County, past and present.

Organizational Management & Operations

- Accountable for daily operations, oversight of administrative systems, and internal infrastructure.
- Ensure effective policies, procedures, and compliance systems are in place and managed with a high degree of ethical integrity.
- Provide active oversight of major projects, grants, and cross-departmental initiatives, ensuring clear ownership, timelines, and completion.
- Lead continuous improvement in organizational effectiveness and accountability.

Staff Leadership & Culture

- Supervise, mentor, and empower senior-level staff.
- Establish clear performance expectations, goals, and accountability systems.
- Foster a collaborative, respectful, and inclusive workplace culture. Model respectful and emotionally consistent leadership that promotes psychological safety and trust.
- Ensure staff development, retention, and well-being.
- Lead through transparency, integrity, and shared leadership.

Fundraising & Revenue Development

- Lead and participate in all major fundraising activities.
- Strengthen individual giving, major gifts, and grant revenue.
- Partner with development staff and board members on donor engagement.
- Maintain and grow membership.
- Maintain and grow revenue streams, particularly at Gibbs Farm.
- Build familiarity and capacity in government contracting and public funding.
- Support long-term sustainability through diversified revenue strategies.

Financial Oversight

- Provide executive oversight of budgeting, financial planning, and reporting.
- Partner with finance staff and board to ensure fiscal accountability.
- Monitor organizational performance against financial goals.
- Ensure responsible stewardship of restricted and unrestricted funds.

Board Partnership & Governance Support

- Serve as the primary liaison to the Board of Directors.
- Support effective governance, committee work, and board development.
- Provide timely, accurate information to support board decision-making.
- Partner with board leadership on strategic priorities and evaluation.

Community Engagement & Partnerships

- Serve as a visible ambassador for RCHS.
- Build strong relationships with community organizations, educators, cultural leaders, and Ramsey County agencies.
- Engage diverse communities around shared history and learning.
- Represent RCHS with civic leaders, funders, and stakeholders.
- Strengthen trust and accountability through relationship-based leadership.

Communications & Public Presence

- Serve as the organization's chief spokesperson.
- Support strong external communications and brand alignment.
- Advance storytelling that reflects accuracy, inclusion, and relevance.
- Strengthen public awareness of RCHS programs and impact.

LEADERSHIP PROFILE

RCHS seeks an Executive Director who leads with integrity, clarity, and deep respect for community, staff, and history. This leader will honor the organization's responsibility to serve *everyone* in our community, recognizing both the power of history and the importance of whose stories are told, how they are told, and who is invited to shape them.

The successful candidate will bring steady, values-driven leadership that strengthens organizational systems, centers inclusion and equity, and builds trust through transparency, consistency, and collaboration.

Core Leadership Qualities

The Executive Director will demonstrate:

- Transparency, honesty, and follow-through
- Emotional intelligence, empathy, and steadiness
- Integrity and ethical decision-making
- Cultural humility and openness to learning
- Respect for staff expertise and lived experience
- Confidence balanced with approachability
- Commitment to continuous improvement

Leadership Style & Workplace Culture

The ideal leader will:

- Provide clear direction, priorities, and expectations
- Communicate proactively, directly, and consistently
- Foster a collaborative, respectful, and inclusive culture
- Create psychological safety and trust
- Balance autonomy with accountability
- Support staff well-being, development, and retention

Organizational & Management Capacity

The Executive Director will bring strong capacity in:

- Building reliable systems, processes, and infrastructure
- Strengthening operations and administrative effectiveness
- Leading intentional project management and execution
- Aligning resources with strategic priorities
- Managing complexity in a lean organization
- Ensuring fiscal stability and transparency
- Developing diversified and sustainable revenue streams

Community-Centered & Equity-Driven Leadership

Grounded in RCHS's commitment to inclusive history and shared stewardship, the Executive Director will:

- Champion equitable, community-centered interpretation
- Center the perspectives of Black, Indigenous, LGBTQ+, and other historically marginalized communities

- Build authentic, reciprocal relationships with community partners
- Support culturally responsive programming and collections
- Encourage community voice and accountability
- Embrace learning from mistakes as part of growth
- Advance accessibility across programs and facilities

Strategic & Future-Focused Leadership

Aligned with the 2024–2027 Strategic Framework, the Executive Director will:

- Advance innovation, authenticity, and accuracy in programming
- Expand access to collections and digital resources
- Strengthen marketing, communications, and public engagement
- Increase earned and contributed revenue
- Grow Gibbs Farm’s operational capacity and community reach
- Inspire curiosity, learning, and wonder
- Build a resilient foundation for long-term impact

Relationship & Partnership Orientation

The successful candidate will excel in:

- Productive, trusting partnership with the Board of Directors
- Collaborative leadership with staff and volunteers
- Thoughtful donor and funder engagement
- Visible and effective public representation
- Relationship-based community leadership
- Inclusive decision-making grounded in shared purpose

QUALIFICATIONS

Required

- Bachelor’s degree or equivalent professional experience.
- Minimum five years of senior leadership experience.
- Demonstrated success in organizational management and operations.
- Proven fundraising and donor engagement experience.
- Experience supervising senior-level staff.
- Strong financial literacy and budgeting experience.
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism.
- Excellent written, verbal, and interpersonal communication skills.

Preferred

- Experience leading organizations with multiple revenue streams.
- Familiarity with government grants and contracts.
- Experience in cultural, educational, or community-based organizations.

- Experience with historical associations or museums.
- Knowledge of Ramsey County and the Twin Cities region.

COMPENSATION & BENEFITS

The salary range for this position is \$100,000-\$120,000, commensurate with experience and qualifications.

RCCHS offers a competitive benefits package, including:

- Health and dental insurance
- Life insurance
- Access to a health savings account
- Retirement contributions
- Paid time off and holidays
- Professional development support

WE'D LIKE TO MEET YOU!

At Ramsey County Historical Society, we recognize that leadership comes in many forms. If you are excited about this role but your past experience does not align perfectly with all the qualifications, we still encourage you to apply.

RCCHS is an equal opportunity employer and is committed to building a diverse and inclusive workforce. We strongly encourage applications from candidates who reflect the communities we serve.

TO APPLY

Please submit a cover letter and resume as a single PDF document with your name and RCCHS in the title to admin@mightyconsulting.org.

The position will be open until filled. Resume reviews will begin on March 16.

Questions may be directed to jen@mightyconsulting.org