

**Executive Director
Bell Museum of Natural History and Planetarium
University of Minnesota**

Overview:

The Bell Museum of Natural History was established in 1872 as the official natural history museum for the state of Minnesota. As part of the University of Minnesota, the Bell Museum has grown to encompass world-class collections and award-winning public programming. In 2011, the Minnesota Planetarium Society joined the Bell Museum in a merger that expanded the capacity and increased the range of educational experiences for youth and adults.

A new, state-of-the-art museum facility with improved exhibits space, a versatile 120-seat planetarium/digital theater and expanded educational areas is scheduled to open in St. Paul on the University of Minnesota campus in 2018. This new, \$64M facility will showcase University of Minnesota research, scholarship and education in natural science. The Museum's exhibits and public programming will foster scientific literacy for all ages and will serve as a vital interface between the University and the larger community.

The University of Minnesota seeks an Executive Director who will oversee the Bell Museum of Natural History and Planetarium's (BMNHP) mission through its personnel, research/programs and facilities. The BMNHP mission is to ignite curiosity and wonder, explore our connections to nature and the universe, and create a better future for our evolving world. Specifically, the Executive Director will:

- Be a visible leader at the University, local, regional, and national level who will represent the BMNHP and build support for the institution;
- Advance innovative educational programs and visitor experiences that deepen science literacy and serve the educational needs of a diverse, urban community;
- Engage in fundraising efforts and events to develop major donor support;
- Ensure strong, evidence-based operations that are efficient and fiscally responsible;
- Create a dynamic social gathering space for life-long learning and informed discussion of scientific and environmental issues;
- Oversee and facilitate the museum's curatorial mission.

This full-time (12-month) Professional and Administrative position works closely with its advisory board, the College of Food, Agricultural and Natural Resource Sciences and University of Minnesota leadership to increase the quality and reach of research and public education programs. The position oversees a \$5M annual budget and is accountable for the leadership of mission, goals and operations.

MAJOR RESPONSIBILITIES

Leadership and Strategy

- Articulate a vision for BMNHP that fulfills its mission and provides clear institutional goals;

- Develop and lead—with the input of BMNHP staff and advisory board—the implementation of a strategic plan to build attendance and membership, grow financial support and increase the community impact of BMNHP’s programs, partnerships and initiatives;
- Be a visible leader at the University, local, regional and national level who will represent BMNHP and build support for the institution and science education;
- Actively inform and engage the advisory board regarding issues of importance to the operations and strategy of BMNHP to reinforce institutional strength;
- Create and foster partnerships and collaborations between BMNHP and other faculty, staff and unit within the University;
- Build a robust and valuable set of external strategic partners to develop broad-based support for the institution.

Fundraising and Advocacy

- Marshall existing resources to raise the funds required to maintain a high standard of operations and facilitate the strategic plan in keeping with the goal of organizational sustainability;
- Be the public voice of BMNHP; effectively representing the organization to increase visibility and grow support for programs and operations;
- Work in partnership with the BMNHP advancement director to engage in fundraising efforts and events to grow major donor support;
- Develop and maintain key relationships in local, regional, state, and federal government, foundations and other granting agencies;
- Support advisory board members in strategic activities, allocate appropriate staff time to facilitate and train the advisory board in fundraising and advocacy on behalf of the organization;
- Actively reach out to a broader set of constituents to meet the needs of underserved communities with respect to STEM education.

Internal Leadership

- Oversee implementation of the strategic plan including an effective communications and fundraising strategy to grow awareness and support of BMNHP;
- Oversee development of revenue streams and programmatic budgets, business operations, financial planning and marketing plans that contribute to the financial sustainability of the overall unit;
- Oversee BMNHP operations and programs--ensuring progress toward strategic goals while maintaining consistency with its mission;
- Develop a sustainable master plan, in conjunction with staff, for exhibitions and public programming that will attract broad audiences and meet their needs;
- Engage with University of Minnesota leaders, researchers and scholars to ensure that the impact of the University is strongly represented in the museum;
- Recruit, nurture, and challenge a highly-qualified and motivated professional staff;
- Foster innovation and open communication;
- Lead ongoing development of organizational policies and practices—including assessment of the use of technology in order to effectively plan and manage programs and facilitate tailored

- communication with various audiences and supporters;
- Work with educational staff to design, implement, and administer innovative educational programs and a visitor experience that reflects and deepens science standards and serves the educational needs and funding opportunities of diverse groups of audiences;
- Develop robust and visitor-centric programming that builds the BMNHP brand and invites engagement with University partners.

Operational Management

- Work with staff to ensure a culture of operational excellence throughout the unit including adopting procedures and technologies that increase the effectiveness of the unit;
- Ensure retention of quality personnel through effective communication, performance feedback, professional development and recognition;
- Ensure that the strategic plan is executed with a sustainable operational plan;
- Set assessable benchmarks to ensure that the organization is achieving its goals;
- Ensure strong operational systems so that resources are used effectively, valuable data are collected, efficiencies are gained, and a balanced budget is maintained.

Academic Engagement

- Work with the curatorial lead and faculty curators to advance the academic and curatorial mission of the museum in the areas of scholarship, undergraduate education, and graduate education and training;
- Work with academic units within CFANS and across the University to strengthen collaboration and support faculty curatorial appointments serving the central mission of BMNHP;
- Develop a strategic plan to grow, sustain, and make accessible the natural history collections of BMNHP.

Leadership Competencies:

Our search process will include a review and discussion of leadership competencies necessary for this position, specifically in the following areas:

- Driving Results – creating a culture of innovation, accountability, high quality and service.
- Vision – establishing direction through clear communication and aligning resources with priorities.
- Engagement – building, respecting, sustaining and retaining high performance individuals and teams.
- Collaboration – effective at building consensus, valuing diversity and inclusion, influencing others, and problem-solving.
- Accountability – high standards for self and team, fostering a strong culture of accountability.

REQUIRED QUALIFICATIONS:

- An advanced degree (Masters and/or Ph.D.) in a relevant field including biology, environmental science, earth science, business administration or education;
- Five years of relevant experience in leading and managing complex organizations with a public outreach or education mission;
- Experience with complex budgets and strategic planning;

- Experience developing successful funding and concept proposals;
- Experience as an advocate;
- Experience working with diverse audiences;
- Demonstrated success in leading fundraising efforts and extensive public speaking experience;
- Demonstrated experience building partnerships with diverse organizations, communities and partners.

PREFERRED QUALIFICATIONS:

- Demonstrated interest in promoting the use, care, and growth of biological collections including experience in collections curations and informatics;
- Active participation in professional societies;
- Ability to analyze monthly financial reports and strategically use them to monitor and balance the annual budget;
- Expertise, skills, and desire to engage a broader, more diverse audience, to best reflect the population profile of our region;
- Experience managing staff with proven record of hiring, evaluating, mentoring, and retaining staff;
- Experience effectively leading an organization of similar size and complexity—preferably with a museum or science center;
- Experience in planning and designing a new facility;
- Demonstrated interest in promoting the major disciplines served by natural history museums and planetariums;
- Experience and knowledge of audience development, visitor experience and/or brand development;
- Sound understanding of and advocacy for the importance of academic and public aspects of natural history museums and planetariums in a research university setting.

Candidates with interest in and qualifications for tenure in an academic department are encouraged to apply and may be eligible for tenure at the University of Minnesota in their relevant academic unit.

Nature of Appointment

This is a 100%-time, twelve-month administrative appointment with an initial appointment period of three years. Reappointment to annually renewable terms is contingent upon a successful performance. The Executive Director is responsible administratively to the Dean of the College of Food, Agricultural and Natural Resource Sciences, and is a member of the college's leadership council.

Application Instructions:

Apply on-line at: employment.umn.edu and search for posting #307546

Submit a letter of interest/application that includes a description of your leadership style. In addition, a current curriculum vitae is requested. Names and contact information for references are not requested before the initial screening of applications--confidentiality of all applicants is of utmost importance.

The committee will begin reviewing applications on March 28, 2016. The posting will remain open until filled.

During the interview process, applicants will be asked to describe their commitment, experience and approach to working with colleagues, staff, students and constituents from diverse populations.

American with Disabilities Act (ADA) Requirements:

Office environment including standing and sitting at desk, periodic use of PC, occasional light lifting generally less than ten pounds.

The University of Minnesota is committed to the policy that all persons have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance, veteran status, or sexual orientation.

The University of Minnesota is an equal opportunity educator an opportunity educator and employer.