



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

HERITAGE CENTER EXECUTIVE DIRECTOR

Position Description

Opens: March 29, 2019 Closes: April 29, 2019			
Department:	Heritage Center	Reports to (title):	Executive Director
Job Code:	E-16	Job Location:	Bois Forte Heritage Center & Cultural Museum Vermilion, MN
Pay Range:	Min: \$51,101.93 (\$24.568) Mid: \$63,877.41 (31.71) Max: \$76,652.89 (\$36.852)	Supervises:	Tribal Historic Preservation Officer Visitor Services Manager Compliance Officer Trainee
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	03/21/2019
		Revised Date:	03/21/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Museum Director is responsible for ensuring the Bois Forte Museum operates at the highest level of quality to enhance the expression and preservation of culture and traditional and modern art forms. Promotes preserves and enhances the culture and history of the Bois Forte people by educating all guests about Chippewa culture. The Museum Director is responsible for providing conceptual leadership, overseeing the daily operation of the Museum as a non-profit enterprise which include development and management of budgets, supervision of staff, the physical facilities and grounds. The position of Museum Director will be responsible for the coordination and management of all museum fundraiser activities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Creates operational and management framework to fulfill the Tribal Council's mandates.
2. Manages the short-term and long-term capital project budgets and manages the annual operational budget.
3. Ensures all short and long-term goals for the museum are accomplished.
4. Oversees day-to-day management of operations, management and development of museum staff.
5. Oversees all museum fiscal matters and museum program development.
6. Assists the Museum Board in establishing and updating the museum's vision and mission statements; developing the annual plan and annual budget.
7. Oversees and directs the activities of the Heritage Center Tribal Historic Preservation Officer to ensure proper management and care of the Center's collections.

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8. Prepares and provides monthly written reports of operational and event activities to the Museum Board.
9. Provides artistic vision and conceptual leadership of programs, exhibits, and archives.
10. Creates operational and management framework to fulfill the Tribal Council mandates.
11. Creates lasting impact and inspiration for all participants in the museum.
12. Supports partnerships with and creation of venues for exhibiting and promoting current and emerging Bois Forte artists.
13. Guides the museum's reputation and character and ensures the brand image reflects the values and mission of the Museum Board and Bois Forte Tribe.
14. Acts as spokesperson for the organization concerning museum business.
15. Establishes and maintains relationships with the local, regional and national arts, culture, and museum communities.
16. Identifies, engages, and informs stakeholders on the Museum's mission and activities.
17. Assists in educating the public on Bois Forte culture and art.
18. Provides personal leadership in fundraising efforts.
19. Ensures successful completion of the Museum's capital campaign.
20. Engages in active fundraising, such as identifying and cultivating donors and securing pledged funds.
21. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five years of demonstrated work experience in executive management of a comparable organization• Two years of experience in budget and fiscal management in a comparable organization• Two years of experience in effective resource development in a Capital Campaign or related fundraising effort |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree in Museum Administration, Business Administration, History, Anthropology, Museum Studies or other related field |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge and appreciation of the values and history of Anishinabe people and particularly the Bois Forte Band.• Ability to exercise a leadership role in public relations and be skilled in public speaking.• Ability to persuade many different types of people to work with and become involved in the museum.• Outstanding people skills. Must be outgoing, self-motivated and enjoy interaction with diverse groups of people.• Excellent verbal and written communication skills.• Knowledge and experience in developing and delivering interpretive and education programs to diverse audiences.• Demonstrated success in fundraising and a sharp ability to cultivate new major donors and other revenue streams.• Ability to manage time and tasks in an efficient manner.• Knowledge and skills in budgeting, forecasting and grant writing.• Skills in supervising and motivating employees.• Ability to build cross-cultural partnerships. |

Position Description

- Experience working with academic and research professionals.
- Ability to engage in quick, effective creative problem-solving in a fast-paced work setting.
- Must be highly skilled in maintaining confidentiality of information.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Master's Degree in a related field
- Curatorial experience

WORK ENVIRONMENT

- Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

MUSEUM DIRECTOR

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OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.