Interim Program Director (July 1 – October 31)
25-30 hours/week; Tuesdays and Thursdays in-office preferred

Position Summary: Global Minnesota seeks an experienced and knowledgeable individual to lead its globally-focused programs as a key member of the Global Minnesota management team. The Program Director will lead program staff in Global Minnesota World Affairs Public Forums, International Visitor Leadership Program, Global Education Program (also encompasses dinner hosting, fee-for-services, and international student and scholar outreach), and Great Decisions Program.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 15 and a $1.5 million budget, Global Minnesota is proud to be celebrating over 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently, staff work hybrid schedules with at least 2 days/week in the office. Additional office days may be added in the future. See www.globalminnesota.org.

Nationally, Global Minnesota is a member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner of the U.S. State Department’s International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective at Global Minnesota.

Reports to: President

Qualifications

• Broad knowledge of global affairs and international protocol with a passion to learn more;
• Proven team leader, skilled in managing others to be successful in implementing programs, meeting deadlines, and achieving goals;
• Holds a bachelor’s degree in international relations, global studies, or related fields (M.A. strongly preferred);
• Minimum 4 years demonstrated success in program management and 5 years leading a team of employees;
• Other critical skills/experience: ability to communicate effectively in a collaborative environment; experience developing professional relationships in academic, community, and business networks; a strong work ethic and willingness to perform a wide range of duties; ability to manage limited resources and work within a budget; strong public speaking skills; ability to write clearly and persuasively.
• Familiarity with Google suite, Microsoft Office and the IVLP Program is preferred.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate
standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Position Details

Lead Global Minnesota Programs

• Develops, executes, and evaluates programs based on the strategic plan and in partnership with President and Board.
• Leads a team of program managers to ensure program goals are met; maximizes staff collaboration across the organization; manages resources; brainstorms and problem solves with staff; gives ongoing performance feedback; serves as a backstop as needed.
• Course corrects as needed to ensure successful programs.
• Allocates resources to meet organizational priorities; manages area budgets.
• Attends Global Minnesota public/private events and activities to moderate, cultivate attendees, and ensure success.
• Provides leadership on protocol, international relations, and other areas to be mindful of in managing sensitive issues, engaging varied partners and hosting dignitaries effectively.
• Works closely with the fundraising team to engage Global Minnesota members and donors through programs, to create opportunities to cultivate new supporters, and to identify unique activities for President Circle members, etc.
• Plays an integral role in the Global Minnesota management team. Communicates organizational information to program staff. Leads/ participates in staff meetings, Global Minnesota events, and other activities.
• Other duties as directed by President

Employment and Benefit Information

This position is a nonexempt (hourly), part time, temporary position with core in-office hours on Tuesdays and Thursdays and some additional evening or daytime hours for specific programs. Hours will include weekly meetings with direct reports and with the management team. Hourly pay is $30-$40/hour. Position includes paid sick time. As a part time, temporary position, this role is not eligible for additional benefits.

Confidential Application Process: Send a resume and letter of interest to Julie Rossate, Operations and Special Projects Manager, at info@globalminnesota.org. You will receive an email confirmation to let you know that your application has been received. Applications will be reviewed as received.