

Program Director



Global **Minnesota**

Position Summary: Global Minnesota seeks a knowledgeable internationalist, experienced supervisor and great communicator to lead the strategic vision and implementation of globally-focused programs as a key member of the Global Minnesota management team. The Program Director will spend the majority of their time strategizing with and leading program staff working in:

- World Affairs Public Forums
- Professional Exchanges Program
- K-12 International Education Program
- International Student Engagement
- Great Decisions Discussion Groups

The Program Director also works closely with the corporate relations staff to ensure smooth and coordinated Corporate Programs and supervises program volunteer coordination.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota is proud to be celebrating nearly 75 years of connecting Minnesotans to the world and the world to Minnesota. See www.globalminnesota.org for more details.

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: Must be Minnesota-based and able to commute to Minneapolis office. The ideal candidate is professional, innovative, has a broad knowledge of global affairs (including foreign policy, current events, international business) and K-12 education, with a passion to learn more. **This management position requires a bachelor's degree in International Relations, Global Studies, Nonprofit Management, Public Administration, or a related field (Master's Degree preferred especially in areas like International Development, Nonprofit Leadership, Global Affairs, or an MBA with a focus on nonprofit management.); a minimum of 4 years demonstrated success in full time program management and a minimum of 5 years leading a team of employees.** Other critical skills/experience: a strong work ethic and willingness to perform a wide range of duties; experience in developing a program plan and leading staff in implementation, allocating resources, prioritizing work, meeting deadlines, and communicating effectively in a collaborative environment; experience developing professional relationships in academic, community, and business networks; strong

public speaking skills; ability to write clearly and persuasively; familiarity with social media and web-based applications (Google Docs), proficiency in Microsoft Office, donor databases, and a willingness to learn new technology skills; experience budgeting. A plus to have knowledge of Greater Minnesota and the International Visitor Leadership Program.

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 30 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 (75% of position)

- Develops, executes, and evaluates the annual program plan based on the strategic plan in partnership with President and Board leadership, ensures that the plan has measureable outcomes to guide the work of staff and that cross-program cultivation is maximized.
- Leads Global Minnesota's cadre of program managers to ensure program goals are met and encourages staff collaboration; gives ongoing performance feedback and reviews; serves as a backstop for all programs as needed.
- Evaluates programs; recommends improvements, additions or discontinuations; identifies new programs; establishes effective program systems and policies.
- Allocates resources to meet organizational priorities; develops area budgets with program staff.
- Attends Global Minnesota programs to moderate, assist, troubleshoot, and help as needed.
- Works with program and marketing staff to reach larger, more diverse audiences; helps to develop effective program messaging, recommends resources for interviews, blogposts; contributes to social media efforts, annual report, weekly E-News, etc.
- Evaluates and recommends fee-for-service opportunities.
- Communicates with high-level officials, members of the diplomatic corps, leaders in business and community to engage them in Global Minnesota; maintains ties with organizations to build program partnerships and co-sponsorships; represents Global Minnesota in the community.
- Ensures robust and effective volunteer and engagement in supporting programs.
- Works closely with management team to build programs that engage Global Minnesota members and donors; collaborates with development staff on pre- and post-program fundraising opportunities and grant themes, and other fundraising opportunities.
- In partnership with the President meets with Global Minnesota donors, corporate and community leaders, volunteers and board members to promote Global Minnesota programs.
- Works in partnership with President and Board to engage board members in programs; serves as liaison to board committees as assigned.
- Acts as organizational liaison for program and grant-related reports to national Global Minnesota affiliates, including the World Affairs Councils of America, Global Ties U.S., and Foreign Policy Association.
- Develops program content as needed.

Special Projects and High Level Delegation Management (10% of position)

- Leads the planning and creation of customized visits for high level delegations and visitors, including ambassadors, assistant secretaries of state, consuls general, etc., maximizing community and corporate/individual membership engagement.
- Leads other special projects, including possible projects with U.S. embassies in other countries, etc.

Leadership Team (15%)

- Plays an integral part in the Global Minnesota management team – contributing direction and recommendations to all aspects of Global Minnesota. Communicates organizational information to program staff. Leads/ participates in strategic planning, staff meetings, Global Minnesota events, and other activities.
- Other duties as directed by President

Employment and Benefit Information:

The Program Director is an exempt, full-time position with core hours of 9 am to 5 pm and additional morning and evening meetings/events and occasional weekend responsibilities. Evenings or early mornings are estimated to be 4-5 per month and 4-5 weekend events per year. Possible overnight travel within Minnesota up to 3 times per year. This position is hybrid with at least 3 days per week in office, including Tuesdays. Laptop, extra monitor, keyboard, etc. provided.

Annual salary of \$70,000 to \$87,000 based on experience. Global Minnesota's full compensation package includes salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, long term disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, optional pre-tax employee contribution to a retirement fund and optional pre-tax employee contribution to a Health Savings Account. Our team regularly has opportunities to meet with and learn from global and business leaders.

Confidential Application Process: Send a resume and letter of interest to Julie at info@globalminnesota.org . Anticipated start date is January 1, but earlier start date possible. Applications will be reviewed as received. Position open until filled.

Global Minnesota is an equal opportunity employer. All applicants are welcome regardless of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, or veteran status.