

Donald G.  
**Gardner  
Humanities  
Trust**

Donald G. Gardner Humanities Trust    PO Box 720    Ely, MN 55731  
www.gardnertrust.org    218-365-2639

---

## **JOB DESCRIPTION**

**Position Title:** Executive Director

**Organization:** Donald G. Gardner Humanities Trust

**Reports to:** Board of Directors

**Job Location:** Ely, Minnesota (must become an area resident)

**Status:** 20-22 hours/week; up to ¾ time in first year for training. Hourly exempt employee

**Salary Range:** Commensurate with qualifications

**Benefits:** Paid time off, 4 -9 paid Holidays each year. There are no relocation funds.

### **Background:**

*The Donald G. Gardner Humanities Trust (Trust), a 501(c)(3) nonprofit organization established in 1989, dedicated to advancing the arts throughout the City of Ely with an endowment valued over \$800,000 and two grant rounds per year. The Trust is seeking an Executive Director who will be responsible for managing and growing the grants program and endowment. The Executive Director will be the face of the organization, building on established relationships with City of Ely officials and staff, Ely Chamber of Commerce, artists, arts organizations and arts supporters. The Executive Director reports to the Trust's Board of Directors.*

The **mission** of the Trust shall be for the enhancement, growth and improvement of:

1. The Ely Public Library
  2. The arts and artisans of Ely and surrounding area, to include the performing arts, the visual arts and literature.
  3. The creating and funding of scholarships, educational and artistic grants.
  4. The cultural and aesthetic environment of the City of Ely and its surrounding area.
-

### **Position Available:**

The Trust seeks a dynamic and experienced leader to serve as the Executive Director to advance the mission of the organization as it enriches life in the Ely community.

The Executive Director will promote the best interests of the Trust and actively engage in the growth of its endowment and grant programs. In so doing, the Executive Director is expected to articulate the cultural, social and economic value of arts to the community and make that vision and purpose clear to supporters and the region's arts and cultural enthusiasts. The Executive Director provides full oversight of the Trust's operations including strategic planning, financial stability, community engagement, grant administration, marketing, and any public events.

The successful candidate will bring deep skills and experience with nonprofit organizations and demonstrated relationship savvy in building and growing collaborations with individuals and groups. He or she must be self-motivated, a problem solver, organized, adaptable, able to meet deadlines, manage simultaneous multiple tasks, prioritize responsibilities, and work independently. The candidate will have strong written and verbal communications skills. Experience with arts organizations and public art is preferred. The Executive Director should be able to "hit the ground running."

### **Primary Areas of Responsibilities:**

- Provide full oversight of the Trust's operations including endowment stability and growth, grant administration, finance and budgets, marketing, strategic planning, community engagement,
- Review and evaluate proposals, budgets and reports for grant programs and events, develop and manage the annual budget, provide oversight of the endowment, planned gifts, etc.
- Manage all aspects of communication including the website, social media, and associated marketing materials,
- Serves as the chief spokesperson for the Trust in the community; articulates and communicates the value of the arts (as vital and an economic driver) in improving our quality of life, and promotes community support of the arts and the Trust,
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical,
- Develops effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the Trust serves,
- Develops a familiarity with funding sources in the region and state that might assist constituents.

- Train and recruit new board members.

### **Minimum Qualifications:**

- College graduate
- Experience building and managing budgets and working with an endowment
- Outstanding written, oral and interpersonal communication skills.
- Strong planning, organizational and analytical skills.

### **Preferred Qualifications:**

- College graduate with at least 5 years experience in nonprofit organizations, with significant experience in the arts or a related area; prior experience as an Executive Director preferred.
- Knowledge of the Ely area arts community is a plus.
- Demonstrated and proven ability to inspire and express a passion for the arts. Ability to build supportive partnerships with artists, arts organizations and arts supporters. Capacity to balance prior knowledge and experience in arts and culture with an objective open-mindedness about new solutions.
- Self-motivated. Ability to think creatively and be an active learner. Entrepreneurial spirit and drive; curiosity; an ability to find creative solutions
- Proficient computer knowledge with software such as: Microsoft Office programs, Quick Books, FileMaker Pro (or other database program)
- Candidate should be confident, competent, have high energy and a good sense of humor.
- Ability to maintain impartiality, confidentiality, and discretion
- Experience building strong, positive, collaborative relationships with diverse constituencies. The ability to listen to new ideas, encourage open dialogue, and inspire people to work towards common goals.
- Familiarity with rural living and issues. Be sensitive to political, social, geographical, and economic issues of northern Minnesota.
- Have excellent rapport with people of diverse backgrounds/value systems.
- Have an overall attitude of providing service and growth opportunities to artists and arts organizations in the Ely community.

### **How to Apply**

- Send a cover letter which explains why you are interested in this role and why you believe you are a good fit for this opportunity
- Resume
- Three references
- Any additional information you feel strengthens your application.