



**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
DULUTH ENTERTAINMENT CONVENTION CENTER**

ORGANIZATIONAL OVERVIEW

Located on the shores of Lake Superior in Duluth, Minnesota, the Duluth Entertainment Convention Center (DECC) offers world-class events spanning conventions, sports, arts, and entertainment. DECC also hosts community outreach events. The DECC is steps away from charming Canal Park and Downtown Duluth, home to shops, restaurants, and a wide ranging of lodging. The center itself features 30 meeting rooms, two ballrooms, two hockey arenas, and sweeping view of Lake Superior, including the historic Aerial Lift Bridge and Duluth Harbor.

The mission of DECC is a commitment to providing a multi-dimensional entertainment and convention facility with high-quality integrated support services that will maximize the economic and social benefit to the Duluth business community, its investors, its clients, and its customers. The DECC operates its facility with the highest regard for environmental sustainability.

Reporting to the DECC Board of Directors, the Executive Director (ED) is an all-encompassing position. It includes being a promoter, public relations person, supervisor of all facets of operations, responsive to the best interests of the Board, the citizens of Duluth, the City of Duluth, the State of Minnesota, and host to tenants and guests of the facilities. The ED must satisfy a great number of stakeholders, make the venue viable for local and regional businesses, maintain a profitable bottom line, and ensure operations of the facility remains solvent.

PRIMARY AREAS OF RESPONSIBILITY

The Executive Director works in partnership with the Board of Directors and senior staff to provide leadership, vision, and direction for the DECC. The Executive Director also manages the day-to-day operations of the organization under policies determined by the board. The primary responsibilities are:

- Strategic Leadership and Communication:** Implement DECC's Operating and Marketing plans, clearly articulating goals for financial and operational stability and growth; provide the Board of Directors with accurate, timely information; motivate and inspire others to support the organization's mission; enthusiastically model the values of DECC.
- Operational Planning and Management:** Establish and monitor rental rates and manage all rental agreements; oversee all concessions, catering, parking, and related services; Direct the maintenance of the facilities, including major improvements and capital investments; Advance DECC's sustainability practices.
- Financial Planning and Management:** Prepare short- and long-range financial

- plans; submit an annual budget; keep the Board informed of financial and operational issues; assure the short-and long-term financial integrity of the DECC
- Human Resources Planning and Management:** Select, develop, motivate, and retain a professional staff; establish and revise organizational structure and employment policies; ensure staff are sufficiently trained and motivated; foster a culture of cooperation and mutual respect, focusing on outstanding performance.
 - Relationship Management:** Work with local and area nonprofit groups to promote private events; work with local citizens to bring conventions, trade shows, and meetings to Duluth and the DECC; promote DECC with key collaborators, partners, and stakeholders; oversee all events.

DESIRED QUALIFICATIONS

Education

- Undergraduate degree in hospitality, tourism, facilities management, business administration, or related field (graduate degree preferred)

Experience:

- Ten or more years experience with background in facilities management or civic service; five or more years leadership experience
- Demonstrated ability and experience in leading and managing multiple operations, including but not limited to, financial management, contractual agreements, marketing and promotion, and public relations
- Ability to manage multiple government and private enterprise contracts
- Experience managing labor contracts
- Responsibility for a multi-faceted, multi-million dollar annual budget

Important Skills and Characteristics:

- Strong organizational, interpersonal, and leadership skills
- Financial prudence
- Public presence
- Excellent oral and written communication skills
- Competency in hiring, supervising, developing, and delegating to staff
- Willingness to live in the Duluth area

COMPENSATION

Compensation is competitive, and commensurate with experience.

APPLICATIONS

Cincinnatus welcomes interested candidates to send an electronic letter of introduction and résumé to: employment@cincinnatus.com, or a hard copy to Employment, Cincinnatus, Colonial Warehouse Suite 478, 212 Third Avenue North, Minneapolis, MN 55401.

Applications will be accepted until May 15, 2017.