



**Presents an Opening...**

**Executive Director  
River Place – An Arts, Culture, and  
Event Center  
Warroad, Minnesota**

## **RIVER PLACE**

Warroad's River Place is where members of the community will come together, shine, share, and celebrate creativity and culture. River Place reflects the relevant dynamics of the Warroad area and continues to evolve with the community on its path to the future, constantly listening for new interests and mining the community for local talent. River Place also spotlights culture, art, and talent from outside the region so that the community can be inspired by what it sees, hears, and experiences from near and far. River Place is a 501(c)(3) non-profit that provides innovative programs, cultural involvement, and services to artists, arts organizations, educators, youth, and the general public – River Place is for everyone! It will be as much of an event center as an arts and culture center.

### **MISSION**

River Place promotes inspired living in the entire Warroad Community through creative expression, art education, human connectedness, and appreciation for beauty. In support of this mission, River Place will:

1. Develop programming that supports creation, instruction, and appreciation of art, culture, and beauty for all ages in the community. Examples may include, but are not limited to, performing arts, visual arts, culinary arts, and cultural appreciation.
2. Encourage growth of the individual as well as strengthening of group bonds. This may include, but is not limited to, fostering social interaction, connection to nature, an appreciation of place, group celebrations, personal well-being, entertainment, and health/balance of the mind, body, and spirit.
3. Create and maintain a well-designed and flexible community space in Warroad that inspires people and facilitates the above activities.

### **HISTORY**

This is ALL NEW! The Executive Director will get in on the ground floor of finalizing the design and construction of a new, state-of-the-art facility in the heart of Warroad, all the while leading the effort to staff up a new organization, advance the mission, and design the programming of River Place to keep the facility alive and vibrant every day of the year.

River Place will be where people come together to inspire each other and the community at large, forming a bond with the facility so that it feels like their own—a familiar and comfortable place for creative expression, human connection, and beauty that is accessible, evolving, and alive with daily activity. The building itself will be architecturally designed around four programming pillars: performing arts, studio arts, culinary arts, and media arts. River Place will be a living, breathing part of Warroad!

### **FEATURES**

A summary of River Place features includes:

- A 4700 square foot performance/event space

- Flexible seating space for 300 guests
- Full commercial kitchen
- Visual arts studio and instructional space
- Soundproof recording studio
- Indoor and outdoor public gathering spaces
- Location on the Warroad River

## **WARROAD, MINNESOTA**

Warroad is a four-season city, serving 2,000 residents (5,000 people live within five miles of the city). It is located in Roseau County (population 16,000) and is situated on the southwest shore of Lake of the Woods—the only American port on the lake.



Warroad offers many recreational opportunities, fully surrounded by water and thousands of acres of National Forest. It's a beautiful and inspiring place. What's more, Warroad is undergoing a transformation with several new businesses opening over the past five years, and a bank of four downtown buildings undergoing renovation for future start-ups, slated to be completed in 2023. Warroad's public school system is impressive with a full campus from early learners to high school, which have resulted in state and national accolades for robotics, hockey, and more. Annually, over one million dollars in scholarships are awarded to

high school seniors furthering their education in the trade schools or universities, most made possible through local donors.

Warroad was once one of the largest Ojibwe villages on Lake of the Woods. The Ojibwe fought a long and fierce war against the Dakota for the lake's rice fields. Occupying the prairies of the Red River Valley, the Dakota would frequently invade the territory by way of the Red and Roseau Rivers, a route which ended at the mouth of the Warroad River. This was the old "war road" from which the river and the town derived their names.

As Europeans settled the area, Warroad became known for mink farms, logging, and fisheries. Today, most people know Warroad for manufacturing windows (Marvin® is headquartered here) and hockey players. But Warroad is more than Marvin, hockey, and fishing. The city recently came into possession of Government Island in the middle of the Warroad River mouth, and there are plans to transform the island into a community gathering space. Northwest Technical College has recently opened a satellite location in the community. This past winter, Warroad was home to the largest ice-skating path in the United States—five miles(!)—on the river.

For more information on Warroad, visit [www.warroadlivelifehere.com](http://www.warroadlivelifehere.com).



## EXECUTIVE DIRECTOR POSTION

Reporting to River Place's Board of Directors, the Executive Director (ED) will be in on the ground floor of finalizing the design and construction of a new, state-of-art facility in the heart of Warroad, simultaneously leading the effort to staff up a new organization and designing the programming of River Place to keep the facility vibrant every day of the year. The ED will also serve as the chief operating officer of River Place, directing and administering all programs, operations, and policies of River Place.

### CANDIDATE PROFILE

River Place is looking for candidates who will:

- Be Laser-Focused on River Place Mission. Live the brand of River Place, encouraging those around you to advance the organization's mission every day.
- Be A Visionary. Consider the organization's present role and look down the road to anticipate its future role. Innovate and consider out-of-the-box solutions to challenges and to achieving aspirations.
- Be Charismatic: Be outgoing, likeable, and constantly curious about individuals and their networks. Present a positive and relatable image to the public in order to attract others to believe in and live the mission of River Place. Storytelling skills will ignite passion in listeners, and will invite both donations, volunteers, patrons, and participants.
- Be An Inspiring Connector: Create programming, messaging and activities that will help Warroad area residents feel connected to River Place, drawing out local talent so that creative expression is accessible to all, welcomed, and celebrated. Ensure that those who are inspired also inspire others, so that you multiply your enthusiasm many-fold in the lives of other community members who also believe in River Place like you do!
- Be A Leader Through Example: Mentor staff and volunteers through open and honest communication, motivation, and accountability. Maintain transparency, provide encouragement, set realistic expectations for team and self, follow through on promises, show passion for the work, take responsibility for self, staff, and the performance of River Place.
- Be A Motivator: Serve as a cheerleader for the organization and the staff/volunteers. Motivate others around you to produce great work tied to the mission, exuding pride in the organization that becomes infectious.
- Be Analytical: Recognize the value in approaching obstacles with an analytical, business mindset, knowing that although profit is not the goal, viability is! Analyze decisions from many possible perspectives, pondering what is beneficial to the mission, people, and the River Place bottom line. Urge volunteers and staff to solve problems with their minds, not just their hearts.
- Be Objective: Step back and make rational decisions based on fact and remain free from bias, never serving a personal agenda.

- **Be Honest:** Be candid with volunteers, staff and donors about expectations, organizational health and the future of the organization.
- **Be Humble:** Recognize that the whole is greater than the sum of the parts, and that no one person can take responsibility for successes or failures. Listen, truly listen, to others.
- **Be Articulate:** Be capable of communicating publicly what it is that the organization does, the difference it is making in the lives of people and the community, and the overall success of its programs. Know the facts!
- **Be Productive and Inspiring at Board Meetings:** Prepare board chair and members ahead of time, arrive with succinct and clear information, take detailed notes (and follow through), be creative and inspiring; after meeting review pace, tone, and procedures; make necessary adjustments for next meeting.
- **Be a Champion for Technology:** Implement plans to utilize technology in order to remain competitive... it is critical for the future viability of River Place!
- **Be a Steward of Our Beautiful Facility:** Ensure that the site is well maintained, clean, appropriately decorated, and highly functional for the purposes it serves throughout the seasons of each year. See to it that the building is well occupied and spaces maximized throughout the year so that the cost of operating the facility are seen as “dollars well spent.”

## **RESPONSIBILITIES**

The Executive Director is responsible for the following:

- **Strategic Leadership:** Develop and implement the strategic plan and supporting plans in conjunction with the board; inspire others to support the vision of River Place; develop innovative approaches to achieve aspiring goals; communicate effectively with the board and board committees.
- **Financial Planning and Fundraising:** Together with the board, develop and manage the fundraising and financial strategies of the organization; develop an annual budget; oversee the management of all funds; generate and grow earned and contributed revenue.
- **Operational Planning and Management:** Develop, implement, and manage programs and services that are consistent with the mission and strategic plan of River Place—and meet the needs of the organization’s constituents; ensure a well-used and well-maintained facility.
- **Relationship Management:** Develop effective working relationships within the local community and within the broader arts community; help residents feel connected to River Place; serve as the primary spokesperson for River Place in the community; advocate for the value of arts in improving quality of life; promote community support of the arts.
- **Staff Leadership:** Hire, develop, and motivate a professional management team; implement programs and policies that attract and retain high-performing individuals; coordinate with board committees, volunteers, and partner organizations.

### DESIRED QUALIFICATIONS:

#### **Education:**

- A Bachelor's degree in nonprofit management, arts management, hospitality, event planning or equivalent. Master's degree preferred.

#### **Experience:**

- Five years of experience in senior leadership of a nonprofit organization.
- Significant experience in arts management and/or event planning.
- Experience in starting up a new organization, program, or project.
- Proven ability to direct and implement long-term strategic planning with cross-functional community leaders.
- Successful track record of fundraising through a mix of philanthropic institutions, individual donors, and government agencies.
- Grant proposal writing with a history of grant award success.

#### **Important Skills and Characteristics:**

- Ability to quickly make meaningful connections with community leaders, artists, and arts organizations.
- Commitment and ability to be an engaging ambassador and advocate for River Place within the Warroad community and beyond.
- Leadership track record of getting the best work out of individuals and teams.
- Program planning, development, implementation, management, and evaluation.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Strong organizational skills and attention to detail.
- Excellent communication skills, particularly strong presentation and writing.

### COMPENSATION

The salary range for this position is \$100,000 - \$135,000 and is commensurate with experience and qualifications. In addition, River Place can offer a financial allowance for health coverage. Relocation assistance provided.

### **APPLICATIONS**

Cincinnati invites interested candidates to send an electronic letter of introduction and résumé to [brad@cincinnati.com](mailto:brad@cincinnati.com), or a hard copy to Employment, Cincinnati, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.