Interim Professional Exchanges Program Manager  
Mid-March to Mid-August 2021

**Position Summary**: Put your best local expertise, attention to detail and program management skills to work managing Global Minnesota’s Professional Exchange Program during a staff leave, mid-March to mid-August 2021. Continue the program excellence in the current digital environment creating opportunities that connect people from all over the world with Minnesota community members to share ideas and best practices that effect positive global change.

Your role maintains the Minnesota components of the U.S. Department of State-sponsored **International Visitor Leadership Program** and other fee-for-service exchanges, engaging local resources and Global Minnesota corporate and individual members, and sharing exchange stories with Global Minnesota audiences. Following the strong protocols and processes in place, you will create compelling and customized project proposals and programs that maximize the number and impact of the international exchange participants’ experiences in Minnesota and position Minnesota as a leading destination for international visitors. In this work-from-home role, you will also manage program data, evaluation, reporting and other related functions.

**Organization Summary**: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. Currently, we are working in an all-digital environment. With a staff of 15 and a $1.4 million budget, Global Minnesota is proud to be celebrating our 70th year of connecting Minnesotans to the world and the world to Minnesota. For more information, see our website at [www.globalminnesota.org](http://www.globalminnesota.org).

**Environment**: Global Minnesota staff work in a fast-paced, dynamic digital 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.

**Reports to**: Program Director

**Qualifications**

**Required**: B.A. and 3 years’ relevant program manager experience in a demanding and detail-oriented position. Demonstrated ability to organize detailed, high quality projects with competing priorities while meeting deadlines. Strong work ethic, positive can do attitude, ability to work independently as well as part of a team. Demonstrated sound judgment in decision-making and problem-solving required. Creative and resourceful in programming. Must be passionate about international exchange at the local and global level.

Strong writing skills and effective communication via email, phone, and video interaction are essential, as well as the ability to work with multiple cultures. Excellent online research skills and advanced knowledge of Google mail and Microsoft Office Suite, primarily Word, Excel, and PowerPoint. Willingness to be on call to handle issues and concerns that arise after hours required.

**Preferred Additional Qualifications**: International exchange experience and familiarity with Twin Cities and Greater Minnesota resources, understanding of Global Minnesota programs, effective public speaking skills, experience with Raiser’s Edge database.
Position Details

Professional Exchanges Program

- Creates and submits information about local resources compelling enough to garner international visitors to Minnesota. Maintains positive working relationships with National Program Agencies, Global Ties U.S. and U.S. Department of State on weekly basis.
- Seeks and recommends opportunities for fee-for-service exchange programs.
- Oversees scheduling of all professional appointments and cultural activities for visitors, including cultivation of potential new resources and frequent email and phone communication.
- Manages all logistical arrangements for visitors, including hotel accommodations, transportation, and special events or cultural activities as needed.
- Prepares itineraries, information packets, attends meetings, takes notes, sends thank you notes and follow-up materials.
- Develops and manages pool of local professional resources, speakers and organizations.
- Supervises and trains interns, volunteers and staff.
- Maintains accurate statistics and data entry (Raiser’s Edge); coordinates annual grants and reports for Global Ties U.S. in a timely and accurate manner.
- Writes and share stories about the program for use in organizational communications.
- Manages urgent issues and concerns afterhours, including nights, weekends, and holidays; is “on call” for exchange participants in Minnesota.
- Works with staff to engage individual and corporate members with international visitors via special receptions, events and other opportunities.

Visitor Hospitality

- Working with other staff, strategizes, develops, implements and evaluates online social opportunities to engage Minnesotans with international visitors.
- Works on host program promotion and development with fellow staff.

Budgeting/Vender Relations

- Manages budget and invoicing.
- Manages relationships with hotel and transportation contacts and area businesses.
- Annually organizes procurement process and selection of vendors for program use.

Other duties

- Participates in staff meetings, events, board functions, etc. as requested to ensure understanding and support for the program.
- Assists with other programs and duties as directed by supervisor.

Employment and Benefit Information: This is a temporary position related to a staff leave, which ramps up in mid-March and is expected to run through mid-August. Hourly rate depends heavily on relevant experience ($18-$21/hour) and is eligible for a bonus upon completion of the needed time period. The first weeks will be training at 30 hours/week with time increasing to 40 hours/week when the leave begins. All staff are working from home through April 1, 2021 at minimum. Employees must be in Minnesota as their primary location. Laptop and additional tools provided.

To Apply: Confidential application process. Please send a letter highlighting relevant experience and a resume to Julianna Kolb, Administrative Manager, at jkolb@globalminnesota.org. Thank you!