

The Grand Lodge of Minnesota

Regional Director

The Regional Director is responsible for leading implementation of the strategic initiatives of the Grand Lodge of Minnesota (GLMN) and Minnesota Masonic Charities (MMC) in his assigned territory. The director is responsible for supporting the District Deputies, Custodians, and Regional Lodge Support Teams and providing the resources and training necessary to ensure their success. The director serves as a liaison between the GLMN & MMC, the District Deputy, and Regional Lodge Support Team, to ensure effective communication between and with constituent lodges and individual members. Works closely with the Grand Secretary, CEO of MMC, Grand Master, and the Corporate Board to achieve the goals of GLMN membership, supporting Grand Lodge field operations, and philanthropic fundraising, while delivering and ensuring the highest level of service to our members.

Grand Lodge Responsibilities

- Work with the Corporate Board, Grand Lodge office, Grand Lodge volunteer corps, and other community and business leaders to identify, recruit, train, guide, and inspire individuals to become involved in Masonic programs.
- Achieve progress towards specific goals including program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention.
- Ensure that all program sites are served through volunteers, regular leader meetings, training events and activities.
- Collaborate with volunteers and oversee achievements of training for their respective roles.
- Be a good role model and recognize the importance of working relationships with other professionals and volunteers. The director must have communication skills and be able to explain the program's goals and objectives to the public.

Minnesota Masonic Charities Responsibilities

- Work with MMC Board and Staff to advance awareness and development objectives.
- Fund Development objectives include event and appeal management, "Pillars" membership, communication, and marketing strategies, and "development volunteer" recruitment and engagement.
- Recruit leadership for development campaign/event efforts to support the financial needs of the organization and its programs.
- Work with MMC CEO to establish annual development goals regarding prospect identification, engagement, and management.

General Responsibilities

- Be responsible for extending programs to lodges and external organizations (religious, civic, fraternal, educational, and other community-based organizations) through volunteers.
- Provide quality service through timely communication, regular meetings, training events and activities.
- Have a willingness and ability to devote long and irregular hours to achieve Grand Lodge & MMC objectives.
- Other duties as assigned.

Qualifications

The items below are representative of the knowledge, skills, abilities, and experience required or preferred. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

Knowledge and Skill Requirements

- Bachelor's Degree preferred.
- Minimum of five years as a member of the Masonic fraternity.
- Demonstrated experience in growing membership/customers and strengthening membership/customer retention.
- Demonstrate problem solving skills with stakeholders, anticipate needs, determine priorities, and meet deadlines.
- Exceptional organizational skills with attention to detail.
- Experience with database management.
- Experience with Microsoft Office Suite of tools.
- Strong interpersonal skills and commitment to an elevated level of customer service.
- Show excellent oral and written communication skills to interact effectively with members and customers outside the organization.
- Ability to prioritize and follow through effectively.
- Ability to travel to represent GLMN at professional conferences, leadership meetings, and in the normal course of membership development activities.

Applications will be accepted until 11/15/2024. To apply, please send resume and cover letter to grandsecretary@mnfreemasons.org.