

himmml

POSITION GUIDE

Chief Operating Officer

ABOUT THE HILL MUSEUM & MANUSCRIPT LIBRARY (HMML)

The Hill Museum & Manuscript Library (HMML) is a global organization dedicated to the preservation and sharing of manuscripts, archives, and other cultural heritage materials. Through advanced digitization techniques, HMML safeguards invaluable historical documents, ensuring their accessibility for future generations. Collaborating with international partners, HMML has created the world's largest collection of resources for the study of manuscript culture. Having photographed over 445,000 manuscripts across various regions, including Europe, Africa, the Middle East, and South Asia, HMML has partnered with over 800 libraries and numerous private archives worldwide to carry out their work. As a global leader in the preservation of the historical records and creative work of the past, HMML prioritizes working with countries and communities at risk of losing vulnerable collections due to conflict, political upheaval, or war. HMML also offers extensive resources for scholars, including the world's largest online collection of manuscript images and metadata. Its reference collections hold about 50,000 volumes on topics related to manuscripts, printed books, art, and liturgy. HMML's mission is to advance manuscript research and scholarly inquiry by providing resources that support the study of cultures, languages, and histories worldwide.



Originally a part of Saint John's University (SJU), HMML became an independent nonprofit on July 1, 2023, to better focus on its growing global mission and collaborations. The separation has allowed HMML to develop its operational capacity and governance structure independently while maintaining strong ties to the university and abbey communities. This independence will enable HMML to expand its impact internationally while continuing to serve its local and regional partners. In its first year as an independent nonprofit, HMML leadership and the board have created a five-year strategic plan that is focused on sustainable growth and development. Read more in the [2024 Annual Report](#).

CONNECT



hmmml.org



Location

HMML is located in Collegeville, Minnesota, on the campus of Saint John's University. Nestled in a serene, wooded environment, the area offers a unique blend of natural beauty and academic vibrancy. Collegeville provides easy access to the Twin Cities, fostering a balance between quiet reflection and dynamic urban resources. This location enhances HMML's ability to engage both local and global communities while providing a tranquil setting for scholarly work and cultural preservation. The majority of staff members at HMML either live in the area or commute from the Twin Cities. There are often visiting scholars from the U.S. and globally conducting research onsite at HMML.

THE POSITION

The Chief Operating Officer (COO) will provide strategic leadership and operational oversight to advance HMML's mission and goals. Reporting directly to the Executive Director, Dr. Columba Stewart, the COO will ensure the effective management of HMML's programs, partnerships, and internal operations. The COO will have five direct reports: Executive Assistant & Office Manager (also reports to the Executive Director), Director of Cataloging and Library Services, Director of Information Systems, Director of Advancement, and Director of Programming.

The COO will oversee the day-to-day operations of HMML, including Finance, Advancement, Information Systems, Cataloging, and Human Resources. In consultation with the Executive Director, the COO will implement the Strategic Plan, manage the budget, and ensure the care of digital and physical collections of images, manuscripts, books, and art. This includes supporting cataloging and online access efforts and overseeing HMML's advancement and communications initiatives. Additionally, the COO will manage the business relationships between HMML and on-campus entities such as the College of Saint Benedict and Saint John's University (CSB/SJU) as well as Saint John's Abbey.

KEY FACTS

- Founded: 1965
- Location: Collegeville, MN
- Staff: 22 Employees; 14 international Associates
- Board: 28 Members
- Annual Budget: \$3.1M
- Collections: Over 445,000 photographed manuscripts
- Global Partnerships: Collaborations in more than 20 countries





MISSION

Preserving and sharing the world's handwritten past to inspire a deeper understanding of our present and future.

VISION

A world where cultural heritage is preserved and accessible, fostering knowledge and understanding across generations.

The ideal candidate will be a diplomatic leader who fosters a people-focused culture and builds strong relationships with staff in a hybrid work environment. They will have a passion for organizational design and the ability to inspire and galvanize teams, building morale while bringing fresh, innovative ideas to the table. As both a strategic and creative ideator and a hands-on doer, this leader will thrive in implementing actionable strategies. The COO will play a key role in fostering collaboration, ensuring effective communication, and driving organizational excellence while maintaining a focus on the mission and values of HMML.

RESPONSIBILITIES

The Chief Operating Officer will have the following responsibilities:

General Administrative Oversight: Lead and manage staff and programs across all departments, ensuring collaboration and alignment to HMML goals. This includes developing and managing the budget, effectively convening staff meetings, and fostering cross-departmental collaboration.

Human Resources: Oversee and implement HR policies, including performance reviews and professional development. Foster a sense of community, teamwork, and motivation through staff engagement and morale building.

Compliance: Ensure HMML's compliance with the law as well as operating agreements with entities such as Saint John's University (SJU), the Order of Saint Benedict (OSB), and other entities. Manage exchange of services between HMML and these entities.

Development and External Relations: Collaborate with the Director of Advancement to establish and achieve fundraising and communication goals. Support the Executive Director in cultivating relationships with major funders and advancing grant development.

Strategic Planning and Board Relations: Attend and present at Board meetings and manage the implementation of Strategic Plans approved by the Board.



VALUES

Preservation: Safeguarding cultural heritage for future generations.

Accessibility: Ensuring resources are available to a global audience.

Collaboration: Partnering with communities and institutions worldwide.

Innovation: Utilizing cutting-edge technology in preservation efforts.

Education: Promoting scholarly research and public engagement.



Digital Preservation: Stay informed about HMML’s preservation projects through the Executive Director.

Research and Access: Oversee cataloging and online tools development to enhance access to digitized manuscripts. Ensure continued improvements to HMML’s online platform for manuscript studies and other electronic resources.

HMML Collections Management: Ensure the preservation and maintenance of HMML’s microfilm, digital, and physical collections. Oversee the care and curation of rare books, art collections, and programming.

SJU Collections Management: Ensure safety and maintenance of Saint John’s Rare Book Collection and Arca Artium in consultation with the CSBSJU Director of Libraries. Oversee exhibition programming using materials from these collections. Supervise the care for the manuscript of The Saint John’s Bible through the Director of The Saint John’s Bible.

Program Development: Supervise the development of HMML programs for scholarly and general audiences.

Administrative Relationships: Manage operational and collaborative agreements with SJU, OSB, and other stakeholders. Communicate effectively with key administrators to advance institutional goals. Promote collaborative activities outlined in the “Statement of Relationship and Collaboration” with SJU and Saint John’s Abbey.

MAJOR OBJECTIVES

Within the first 12-18 months, the Chief Operating Officer will achieve the following major objectives:

- Build and strengthen relationships with HMML staff and stakeholders, both in person and remotely, recognizing the hybrid work environment in Minnesota and the broader national and international ecosystem.
- Assess current staffing structures and develop strategies to enhance depth and capacity, particularly in single-person departments, to support organizational growth and resilience.
- Establish themselves as the primary leader and “keeper” of operations, assuming key operational responsibilities currently distributed among staff and the Executive Director.
- Investigate areas of improvement for and execute strategies to enhance technology, data management, and documentation, building a more effective, strategic, and sustainable system of operations for the current and future activities of HMML.





QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- **Commitment to Mission:** A strong commitment to the mission, vision, and values of HMML and deep passion for operational excellence and efficiency.
- **Experience:** Minimum of 5 years in operations and administrative management, preferably in nonprofit, library, research, or academic organizations. Proven experience in fostering collaborative workplace cultures.
- **Operational Leadership:** Demonstrated ability to oversee and integrate complex operational functions, ensuring alignment with organizational goals. Proven success in managing cross-departmental teams, fostering collaboration, and driving performance through effective leadership in a mission-driven environment.
- **Financial Management:** Demonstrated success in budget creation and management, as well as financial planning and reporting.
- **Sector Knowledge:** Familiarity with the challenges faced by libraries, museums, and cultural institutions.
- **Partnership Development:** Proven ability to build and nurture relationships with diverse institutional partners.
- **Fundraising:** Experience managing or conducting successful fundraising initiatives is desirable.
- **Skills:** Excellent communication and project management skills, with the ability to lead cross-functional teams and influence diverse stakeholders. Strong understanding of digital technology for archival and research purposes.
- **Education:** Bachelor's degree required; advanced degree (e.g., MA or PhD in Humanities-related field) would be an advantage.
- **Other Requirements:** Discreet judgment, ability to handle sensitive matters confidentially, and willingness to travel occasionally.

COMPENSATION AND BENEFITS

The salary range for this position is \$115,000 to \$125,000. HMML offers a competitive salary commensurate with experience, along with a comprehensive benefits package, including health insurance, dental, vision, retirement plans, and professional development opportunities. Additional benefits include access to campus facilities such as the Warner Palaestra (gym/pool) and cultural opportunities.



APPLICATION

HMML has retained Campbell & Company to conduct this search. The team for this project includes Sarah Beraki, Vice President, Alex Catuara, Senior Consultant. To be considered for this opportunity, please apply online using the link in this position guide or directly through our website.



SARAH BERAKI
Vice President



ALEX CATUARA
Senior Consultant

APPLY NOW >

Use the button above or visit www.campbellcompany.com to learn more about this opportunity.

EQUAL EMPLOYMENT OPPORTUNITY

HMML is an equal opportunity employer, and as a cultural heritage institution, welcomes applicants from all religious and cultural backgrounds.

If you need reasonable accommodation during our application, hiring, or onboarding processes, please contact Alex Catuara at alexandra.catuara@campbellcompany.com. Upon hire, all reasonable accommodation requests are handled by the HMML team.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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