



## **Job Description – Gibbes Museum of Art**

Updated: January 2025

**Job Title:** Director of Finance and Administration

**Department:** Finance/Administration

**Reports To:** President and Chief Executive Officer

### **Position Summary:**

Reporting directly to the Chief Executive Officer, the Director of Finance and Administration serves as the fiscal agent and treasurer of the Gibbes Museum of Art. The Director of Finance and Administration manages an annual budget of approximately \$4 million, over 22 full-time staff, and approximately 5 part-time staff. The CFO is responsible for managing the museum's financial and business affairs, budgeting, investments, treasury, strategic planning, and human resources.

### **Essential Duties / Responsibilities:**

#### **Organizational Leadership / Strategy**

- Serve as a strategic leader to plan, develop, implement, and evaluate the museum's fiscal functions and performance.
- Partner with the Chief Executive Officer, Department Heads, Board of Directors, and other stakeholders to align financial planning with the museum's strategic goals.
- Establish and enforce policies and procedures to safeguard assets and enhance operational effectiveness.
- Lead risk management initiatives, including insurance coverage, liability assessments, and disaster preparedness.
- Provide strategic financial input and guidance on decision-making issues affecting the museum, including revenue generation opportunities and partnerships.
- Evaluate the structure and performance of the Finance Department, fostering professional growth and continuous improvement.
- Communicate the museum's long-term strategic financial plan to the CEO, Leadership Team, and Finance Committee of the Board.
- Act as staff liaison to Finance Committee and Audit Committee, offering advice to fulfill fiduciary responsibilities, and providing financial insight to support organizational planning and growth.
- Develop and implement policies to maximize revenue and manage expenses effectively.
- Other administrative activities as assigned by the President & CEO.

#### **Budget Development / Financial Reporting**

- Collaborate with the Finance Committee and Board of Directors to prepare timely, accurate financial reports on a monthly, quarterly, and annual basis.
- Oversee the preparation of all external reports, including grant reporting and IRS Form 990 filings.

- Ensure compliance and accuracy in financial reporting for federal and state funding, foundations, private grants, and other stakeholders.
- Lead the development and ongoing management of the museum's annual budget, currently \$4M, analyzing budget-to-actual financials.
- Prepare and review grant budgets and monitor compliance with grant funding requirements.
- Provide detailed financial analysis and reporting to support management and Board decision-making.

#### **Accounting / Financial Management**

- Oversee the Finance Department to ensure proper maintenance of accounting systems and compliance with GAAP and regulatory standards.
- Manage internal controls, facilitate external audits, and supervise accounting staff.
- Ensure accurate documentation and support for all financial activities, including journal entries, reconciliations, and unusual transactions.
- Oversee monthly close processes, cash flow management, and budget performance analysis.
- Monitor investment portfolio performance and lead quarterly reviews with the Finance Committee.
- Manage relationships with lending and funding institutions, ensuring optimal financial arrangements.
- Cultivate and manage partnerships with funders, vendors, auditors, banks, and investment managers.
- In conjunction with the Associate Director of Retail & Visitor Experience, advises on the earned income activities of the museum store and admission to maximize net income.

#### **Human Resources / Administration**

- Oversee human resources functions, including recruitment, onboarding, benefits administration, and compliance with labor laws.
- Supervise bi-weekly payroll processing and maintain accurate leave, earnings, deductions, and time reporting records.
- Coordinate annual benefits programs, maintaining and updating the Employee Handbook and personnel records.
- Review and negotiate contracts, agreements, and grant documents in consultation with legal counsel as needed.
- Collaborate with Facilities Management to oversee vendor contracts and operational agreements.
- Undertake additional administrative duties as assigned by the Executive Director.

#### **Job Requirements:**

- Bachelor's degree in finance or accounting required; master's or other advanced degree or specific relevant credential (CPA, MBA or other) is preferred.
- A minimum of 7 years of overall professional experience, with a minimum of five years' experience in nonprofit financial leadership.
- Supervisory experience required.
- Human resources experience preferred.

#### **Knowledge, Skills & Abilities:**

- Proven experience in accounting and financial management, including nonprofit accounting, GAAP compliance, and oversight of financial operations for large-scale organizations.
- Capacity to serve as a trusted advisor and partner to the Chief Executive Officer, Board of Directors, and senior leadership.
- Demonstrated ability to align financial strategies with organizational goals and priorities.
- Strong analytical capabilities in financial planning, forecasting, modeling, and data analysis.
- Proficiency with Microsoft Office Suite, QuickBooks, and financial software; experience with data-driven decision-making and trend analysis.

- Experience managing financial aspects of seven-figure capital campaigns and large-scale building projects.
- Track record of building and leading effective teams, fostering a customer-centric and data-driven culture, and coaching team members to maximize their potential.
- Excellent oral, written, and presentation skills, with the ability to communicate complex financial information clearly and effectively across all levels.
- Financially sophisticated with experience managing both contributed and earned revenue streams.
- Comprehensive understanding of HR laws, employee benefits, group insurance, retirement plans, and compliance requirements.
- Expertise in managing external relationships, including auditors, benefit providers, and other professional services.
- Ability to anticipate, mitigate, and manage crises and liabilities effectively.
- High-level cultural competency to engage with and support diverse audiences. Strong interpersonal skills to foster positive relationships with colleagues, Board members, and the public.
- Collaborative, approachable, and professional demeanor with a compelling leadership presence and a proven ability to work effectively under pressure.

**Compensation:**

- Salary: \$85,000 - \$95,000 per year
- Generous paid time off
- Paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

**Position:** Full-time

**Please provide the following as part of your application:**

- Cover letter detailing your interest in the Gibbes Museum and your qualifications (PDF).
- Resume including education and experience (PDF).

Send application by email to: [careers@gibbesmuseum.org](mailto:careers@gibbesmuseum.org)

*The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*

Location: 135 Meeting Street, Charleston, SC 29401