



**Title:** Deputy Director

**Department:** Finance and Operations

**Status:** Full time, Exempt

**Supervisor:** Executive Director

**Position Purpose:** The Deputy Director will serve as the finance and operations leader, overseeing and coordinating financial administration, business planning and strategy, facilities, visitor experience, and earned income. The Deputy Director acts as the primary finance leader and works closely with the Executive Director and Board of Directors to achieve the Museum's strategic goals.

### **Responsibilities:**

#### **Leadership**

- Reports to the Executive Director and serves as a key member of the senior management team.
- Deputizes for Director in their absence.
- Supervises a Staff Accountant, Visitor Experience Manager, Commercial Operations Manager, and Director of Facilities.
- Assists the Executive Director with strategic and operational issues; makes recommendations based on financial analysis and projections, cost identification, and allocation of revenue/expense analysis.
- Serves as liaison to Finance Committee and participates in Board meetings; ensures alignment with and understanding of best practices for nonprofit fiscal policy.
- Communicate finance through reports, dashboards, and metrics to Board of Directors and Finance Committee.

#### **Financial**

- Manages long-term budgetary planning and cost management, including capitalization strategy and integration of restricted funds into budget planning.
- Prepares cash flow projections for Director and Finance Committee.
- Establishes and maintains analytics to support business and strategic decisions and is the lead in creating a culture of information-based decision making.
- Administers transfers to and from bank accounts and brokerage accounts. Corresponds with bankers, investment advisor, and attorneys when appropriate.
- Assists Human Resources staff to ensure compliance with federal and state regulations concerning taxes, non-discrimination testing, and benefits' pre-tax provisions.
- In liaison with Development Director, sets targets for Development goals. .
- Leads organization-wide budgeting process and oversees the implementation of budgets.
- Oversees accounting, ensuring that financial records are in accordance with Generally Accepted Accounting Principles.
- Work with the executive team to identify operational budget risks and help identify offsets. Provide analytics to support business and strategic decisions.
- Coordinates, prepares for, and acts as liaison during annual audit of the consolidated financial statements of MNA & MNA Foundation.



## MUSEUM of NORTHERN ARIZONA

- Coordinates, prepares for, and acts as liaison for annual Form 990 returns for MNA and MNA Foundation.
- Acts as contact for Endowment Foundation, providing reports and information for Foundation Board.

### **Operations**

- Responsible for oversight of all earned revenue operations as well as identification and assessment of new opportunities through supervision of Commercial Operations manager.
- Works closely with Facilities Director to develop, execute, and maintain Facilities Management Plan, ensure the safety and security of all facilities, and that all legal health and safety requirements are monitored and achieved.
- Leads on collection of data for SMU DataArts project.
- Supports Visitor Experience Director to ensure all visitor-focused activities are adequately staffed to provide an excellent experience.
- Works with Development and Visitor Experience teams to ensure integration and maximum benefit of CRM software.
- Oversight of all MNA Contracts.

### **Key Relationships:**

- Works under the direction of the Executive Director.
- Regular contact with Trustees, especially Chairs of the Finance and Audit committees.
- Provides support and information for Endowment Foundation.
- Supervises Finance, Facilities, Commercial, and Visitor Experience lead staff.
- Close liaison with development staff on CRM software and development events.
- Vendor manager for retirement plan provider and insurance agent.
- Works with all Department Heads on budget, finances, and performance metrics.

### **Education and Experience Requirements:**

- BS in Accounting, Business Administration or related field required.
- MBA an advantage.
- Minimum of five years' managerial experience.
- Familiarity with accounting and CRM software.
- Seven years' experience in accounting positions, with at least four years in management level position.

### **Abilities, Skills, and Knowledge:**

- Familiarity with accounting and CRM software, Microsoft Office suite and other appropriate software.
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing, with staff, trustees, vendors, and others to whom you represent the institution.
- Attention to detail and commitment to accuracy.
- Good emotional intelligence and interpersonal communication skills. This includes the ability to connect with people from diverse racial and socioeconomic backgrounds.
- Ability to work independently and effectively; self-directed; responsible and accountable for decisions.



## MUSEUM of NORTHERN ARIZONA

- Demonstrated commitment to diversity, equity, accessibility, and inclusion.
- Must possess strong managerial and organizational skills, the ability to multitask.
- Strong diplomacy, and time management skills.

**To apply:** Send a cover letter and resume to Jill Thomas at [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill at 928-774-5211, Ext. 203 to receive additional instructions for application submission.