



Title: Director of Administration

Reports To: Executive Director

Hours: Full-time, 40 hours per week

Classification: Exempt

Position Mission

Working in close partnership with the Executive Director and as a member of the Senior Team, the Director of Administration is in charge of the daily administrative, financial and facilities-related activities of the Museum. Reporting to the Executive Director, the Director of Administration oversees facilities and finance staff and works closely with outsourced Finance and Human Resources staff. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Responsibilities

General

- Be an active member of the Senior Management Team.
- Supervise the Facilities Coordinator and the Business Manager.
- Attend meetings, gather information, and give directions on behalf of the Executive Director where and when appropriate.
- Work with the Executive Director to execute administrative policies for the institution.
- Collaborate with Senior Team members to implement administrative initiatives for their departments.
- Work with outsourced HR on developing and maintaining processes and systems for people operations.
- Participate in staff meetings, planning team meetings, and other committee meetings as requested.
- Work with the Senior Team on the implementation of the Strategic Plan.
- Partners with outsourced Human Resources consultants in order to implement the Museum's HR initiatives.
- Work with, collaborate, and communicate with all members of the staff, Board of Trustees, and volunteers.
- Attend events/meetings outside regular business hours as required throughout the year.

Financial Management

- Provide overall leadership and analysis for the financial management of the Museum.
- Prepare and analyze the organization's financial reports and processes.
- Ensure timely delivery of department financial reports.
- In close coordination with the Executive Director, drive the organization's financial planning and annual budget process.
- Oversee procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit analyses to set priorities.
- Ensure cashflow is appropriate for organization's operations.
- Perform risk management by analyzing the Museum's liabilities.
- Partner with outsourced accounting firm for all other financial matters and to implement the Museum's financial systems and accounting.
- Partner with investment advisors in matters relating to the management of the Museum's endowment.

Facilities Management

- Provide leadership for the proactive maintenance for all Museum property.
- Oversee annual and multi-year facilities budgets including budget development, forecasting, related invoicing, implementing a maintenance plan, and regular budget review for tracking.
- Provide general oversight of the daily plan that keeps the entire property well-maintained, clean, and prepared for the program and events schedule of the Museum.
- Oversee all commercial vendors and vendor contracts for the maintenance of the Museum's facilities and their systems.
- Oversee and manage, in coordination with the Facilities Coordinator, major facilities related projects.
- Oversee the Museum's IT infrastructure.



Necessary Skills

- Excellent project management skills and attention to detail. Proven ability to meet established deadlines.
- Proficient use of Microsoft 365 suite of software (including Teams), and Quickbooks required. Knowledge of Traction EOS preferred.
- An analytical mind that is comfortable with numbers and communicating the meaning behind numbers.
- Excellent knowledge of data analysis and forecasting methods.
- Shows a commitment to serve the public.
- Committed to continuous improvement of systems and operations.
- Conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the Museum.
- Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.
- Be an excellent communicator, in both written and oral form. This includes being able to take a large amount of information and summarizing it quickly both in writing and orally on a regular basis. Ability to track communication across multiple channels without losing any details.
- Assesses and recognizes own strengths and weaknesses; pursues self-development.
- Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Able to resolve conflicts and disagreements in a constructive manner.
- Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules.
- Committed to working in a collaborative team environment where the team works together to accomplish the Museum's goals.
- Builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
- This position requires a degree in Business Administration, MBA preferred, or equivalent combination of education and experience.

Physical Requirements

- Work is performed primarily indoors and occasionally outdoors, in public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols is required.
- This job operates in a clerical, office setting within a museum with both modern and historic architectural elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is frequently required to receive oral and written instructions and to clearly communicate in person, over the telephone, through email and through other electronic means. Employee is required to move about the work area, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 25 pounds unassisted. The employee is required to visually or otherwise identify, observe, assess and differentiate dimension and color.
- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Museum may do so without undue hardship. The term "Qualified individual with a disability" means an individual who with or without reasonable accommodation can perform the essential functions of the position.

Disclaimer

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by the Director of Administration. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This position is at-will, which means that it can be terminated by the employee holding the position, or by the Museum, at any time, with or without notice or cause.