



Job Title: Director of Finance and Operations

Position Type: Full-time employee, Salaried

Reports To: Executive Director

Direct Reports: HR, Building Manager, Office Coordinator

Salary: \$90,000 minimum

About NPHM

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right of all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

Position Description

The Director of Finance and Operations serves as one of the senior members of the leadership team. This role has supervisory responsibility for the museum's finance, IT, human resources, and building operations functions.

Responsibilities:

Financial Oversight

- Oversee the annual budget, accounting processes, and financial reporting
- Oversee short and long-term strategic financial planning, ensuring the long-term stability of the institution and alignment with the museum's mission, vision and values.
- Supervise audit and accounting functions, including oversight of the external audit and preparation of the museum's Form 990.
- Manage and track multiple revenue streams, both earned and contributed, including government and private grants.
- Oversee organizational cash flow and forecasting.
- Lead the annual operating budget process, working across departments and with the directors of the museum
- Ensure regulatory compliance and the highest ethical standards.
- Develop effective reporting and analytic tools to keep the staff and Board apprised of the museum's financial status.
- Staff the Audit and Finance Committees of the board, providing them with timely information and advice that allows them to fulfill their fiduciary responsibilities to the museum
- Stay abreast of new regulations and trends, ensuring best practices in non-profit philanthropic financial management.

Administrative Oversight



- As part of the senior leadership team, drive strategic and tactical planning efforts that strengthen the museum's infrastructure and sustainability.
- With the building manager, ensure the functioning and security of the museum, including oversight of its security systems, building maintenance, and mechanical plan, and creating safety protocols.
- With the IT consultant, optimize technology across the museum to increase organizational efficiency, improve information accessibility, and ensure data security.
- With human resources, oversee human resources management, including recruiting and retention, compensation and benefits, employee and labor relations, and training and development.
- Report to the board of directors, government agencies, and other external stakeholders on areas of operational significance.
- Help prepare for and execute major capital projects, renovations, and building repairs.

Leadership and Relationship Management

- Lead, mentor, empower, delegate to, and evaluate the performance of a diverse team of professional and cultural workforce staff, listen to their ideas, understand their strengths, and encourage professional growth.
- Promote a culture of equity and respect that rewards collaboration, learning, accountability, and initiative.

Qualifications

Required:

- Commitment to, and curiosity about, the mission of the National Public Housing Museum
- Financial acumen
- An ability to build and refine systems and processes that enable efficient budgeting, financial controls and quality, and timely reporting, including the ability to project and forecast based on union bargaining and negotiations
- Strong analytical and financial modeling skills as well as knowledge of generally accepted accounting principles (GAAP) for non-profits and philanthropic financial management.
- Knowledge of non-profit governance including experience interfacing with governing boards and a deep understanding of mission-driven organizations.
- A track record of strong leadership and collaborative management skills that have influenced business culture.
- The initiative needed to take on new projects and to strive for continual improvement.
- Creativity and the ability to think conceptually and analytically.
- Commitment to equity, diversity, inclusion and access, and a sense of joy in one's work
- At least 6 years of financial and administrative management experience with at least two of those years being at a senior managerial level.

Preferred

- Meaningful connection to public housing



- Experience with Blackbaud 's Altru CRM

This is a full-time, salaried position in Chicago, IL with a 40 hour work week that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities.

Position includes a full benefits package, including medical, dental, vision, 401K, and generous PTO.

To Apply:

To apply, please send your resume to jobs@nphm.org to be considered with the subject line "Director of Finance & Operations."

The National Public Housing Museum encourages people with lived experience of public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.