

## **Illinois Holocaust Museum and Education Center**

**Position:** Vice President of Finance & Operations (Exempt)

**Reports To:** Chief Executive Officer

### **About the Museum:**

Illinois Holocaust Museum & Education Center (IHMEC) uses the history and lessons of the Holocaust to transform the future - to equip students, educators and public visitors with knowledge, skills, and courage to take a stand for humanity. The Museum currently welcomes and touches the lives of more than 200,000 people of all ages, nationalities and cultural backgrounds each year. We empower them to become Upstanders for social justice, to speak out against intolerance and genocide, and to lead by example. We do this through cutting-edge exhibitions, innovative public programming, high-quality student and educator services, and partnerships with arts and cultural organizations, educational institutions, and law enforcement agencies.

### **The Position:**

Reporting to the CEO, the Vice President of Finance and Operations is responsible for Finance/Accounting, Human Resources, Risk Management, Information Technology, Security and the Facilities Departments and ensures that all departments are strategically positioned to meet the organizations daily needs and support future growth.

The Vice President of Finance & Operations is responsible for the preparation and administration of the \$10MM annual operating budget as well as developing long term financial models, projections, and reporting on actual results. The position will lead a team of approximately 17 and includes four direct reports, including the Controller, Director of Security, IT Manager, and Building Operations Manager.

The Vice President of Finance & Operations is a senior member of the IHMEC professional team and will interact with staff across all departments, Board Members, volunteers, public officials, partners, and other stakeholders.

Specific job responsibilities include, but are not limited to:

- Oversee the annual budgeting process that builds on IHMEC's strong history of excellent financial management and its long record of consecutive surpluses and clean audits
- Coordinate, analyze and report the financial performance and financial projections to IHMEC leadership which includes quarterly and monthly as needed, budget reports and analysis of expense/revenue patterns with recommendations for changes that may be necessary for meeting financial targets.
- Advise the CEO and other key leaders on financial planning, budgeting, cash flow, investments and other operational matters
- Oversee audit and tax functions', coordinate activities with outside audit firm
- Oversee IHMEC's \$30MM+ endowment and manage the external investment advisors
- Manage and execute the HR operations including payroll, benefits administration, professional development, succession planning, employee relation, recruitment, and training
- Review contracts and consult with legal counsel, as appropriate, to protect the Museum where needed, for compliance with all terms and conditions

- Review business insurance coverage and manage risk.
- Oversee the IT function to ensure IHMEC IT needs (hardware and software) are met.
- Oversee the Security function to ensure IHMEC is safe and secure for its employees, volunteers, and visitors
- Oversee the organization's physical infrastructure, physical plant, and system maintenance and project manage on major capital projects
- Monitor IHMEC's short and long term infrastructure needs and work with the Building Manager and maintenance staff to ensure that facilities and equipment meet codes.
- Serve as the key liaison to the Finance, Investment, and Building Committees of the Board of Directors and present on key matters to both the Committees and the full Board
- Represent IHMEC with Board members, donors, elected officials, visiting dignitaries, and all members of the IHMEC community
- Manage the team in a way that both sets a high bar for performance and provides staff with stellar operational and administrative support

**Qualifications:**

- Business or Accounting degree required, an MBA and/or CPA strongly preferred
- Minimum 10 years related work experience of a similar budget size and complexity
- Experience managing a diverse portfolio of administrative functions including Finance/Accounting, Human Resources, Risk Management, Information Technology, Security and the Facilities Departments
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of financial management strategies.
- Experience working with investment managers and Board Investment Committee preferred
- Experience with 403(b) plans and the IRS requirements
- Possess a strong knowledge of GAAP and foundation and nonprofit accounting practices and standards
- Understanding of government contracting, foundation grants and managing complex revenue streams
- Ability to toggle between the details and the big picture and to recognize the importance of each
- Exceptional judgment and creative problem-solving skills
- Energetic self-starter with strong organizational skills and an effective oral and written communicator with a demonstrated track record
- Proficient in QuickBooks
- Experience with Blackbaud Altru preferred but not required
- Strong computer skills and experience with Microsoft 365 products including Outlook, Word, PowerPoint and Excel required

**Physical Requirements:** May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; and to reach both above and below shoulder height.

**To Apply:**

- Interested applicants should email or fax a cover letter and resume to [jobs@ilhmec.org](mailto:jobs@ilhmec.org) or fax 847-967-4808
- Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077