



## **THE COMPANY**

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. Today, IHMEC is the third-largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what's right – turning powerful lessons of history into positive actions today.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

## **THE POSITION**

Position Title: Senior Vice President of Finance & Operations

Location: Skokie, IL

Reports To: Chief Executive Officer

Reporting to the CEO, the Senior Vice President of Finance & Operations is responsible for Finance/Accounting, Human Resources, Risk Management, Information Technology, Security, and the Facilities Departments and ensures that all areas are strategically positioned to efficiently run the operations of the Museum and meet the organization's daily needs and support future growth.

The Senior Vice President of Finance & Operations is responsible for the preparation and administration of the \$10 million 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 15 and includes four direct reports, including the Controller, Director of Security, IT Manager, and Building Operations Manager.

The Senior Vice President of Finance & Operations is a senior member of the IHMEC leadership team and will interact with staff across all departments, Board members, volunteers, and other stakeholders.

## **SPECIFIC RESPONSIBILITIES**

The Senior Vice President of Finance & Operations will:

- Oversee the annual budgeting process that builds on IHMEC's strong history of excellent financial management.
- Oversee audit and tax preparation, including interactions with auditors, preparing audit and tax support schedules, and facilitating timely completion of audited financial statements, 990 and other tax reporting, as required.
- 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 \$30 million+ endowment and manage the external investment advisors.



## SENIOR VICE PRESIDENT OF FINANCE & OPERATIONS

## POSITION SPECIFICATION

- Oversee the HR operations, executed internally or through an outside services firm, including payroll, benefits administration, professional development, succession planning, employee relationships, recruitment, training, and steward the Museum's DEI initiative, as assigned by the CEO.
- 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 and Media Services function to ensure IHMEC IT and Media Service 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, and all stakeholders and 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.
- Serve as the central liaison/intersection between this large scope of responsibility and the other departments of IHMEC to assure the coordinated, smooth, and efficient delivery of programs and services.

## THE PERSON

### Education

Business or Accounting degree required, a MBA and/or advanced credentials such as CPA, CMA, CFA would be an added plus.

### Industry | Functional Background

The Senior Vice President of Finance & Operations will bring well-rounded experience in both financial control and strategy and various administrative functions, ideally in some combination that has included facilities, security, IT, and human resources. The Senior Vice President of Finance & Operations serves as a key leader within the Museum's leadership team.

The Senior Vice President of Finance & Operations will bring a background in finance that could come from either the private, or non-profit world. He/she/they will have a foundation in accounting and reporting, and should have experience leading annual strategic planning, monthly and annual reporting, and treasury experience – cash management, banking, and debt management.

Some non-profit experience would be ideal – either as a member of a non-profit finance staff, or as a non-profit board member and board finance committee member/chair.

### Experience | Skills

- Passion for the Museum's mission and a strong, collaborative, team-oriented work ethic.
- Minimum 10 years related work experience with an organization of comparable size and complexity.
- Experience managing a diverse portfolio of administrative functions that could include non-finance functions such as 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.



## SENIOR VICE PRESIDENT OF FINANCE & OPERATIONS

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- Strong written and oral communication skills.
- Ability to clearly set KPIs, brief leadership, and manage accountability.
- 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 a demonstrated track record.
- Proficient in QuickBooks and comfort in using best-in-class finance, HR and related software.
- 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.

### **Committed to Diversity**

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, women-identified people, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

### **Learn More**

Visit our website, engage in virtual experiences, and learn more at [ilholocaustmuseum.org](http://ilholocaustmuseum.org).

### **To Apply**

Interested applicants should email a cover letter and resume to [jobs@ilhmec.org](mailto:jobs@ilhmec.org) and include “SVP of Fin & Ops” in Subject Line.