DIRECTOR OF FINANCE AND ADMINISTRATION
RANDALL MUSEUM FRIENDS

Organization
The non-profit Randall Museum Friends (www.randallmuseum.org) supports the growth and programming of the Randall Museum, a free science, arts and nature museum and hands-on learning center in San Francisco. We operate within a public-private partnership with the San Francisco Recreation & Parks Department. For more than 85 years, through its exhibits, classes, special events and unique setting within a 16-acre park overlooking San Francisco Bay, the Randall Museum has been fostering curiosity and a life-long love of learning for city residents and visitors from around the world.

Position
The Director of Finance and Administration will be a strategic thought and action partner and report to the Executive Director (ED). The successful candidate will be fully hands on in managing the following areas: finance, business planning & budgeting, human resources, administration, and IT.

The Director of Finance and Administration will play a critical role as a partner to the ED, the Museum Director and Board leaders in strategic decision-making and operations as Randall Museum Friends continues to build capacity to generate and effectively deploy funding that will sustain and enhance the Museum’s unique programs, experiences and environment and to expand how it can reach and engage children and adults in every San Francisco neighborhood. The Director will supervise a part-time bookkeeper. This is a tremendous opportunity for a finance and operations leader to update, strengthen and maximize the internal capacity of an exemplary private partner for a unique public resource.

Responsibilities
● Oversee and execute all financial transactions (donations, retail sales, reimbursements, payroll, quarterly & annual transactions with the SF Recreation & Parks Department.)
● Oversee and execute the month and year-end closing of financial modules, g/l adjusting entries, bank account and credit card reconciliations.
● Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
● Coordinate and lead the annual audit process, liaise with external auditors and the executive committee of the board of directors; assess any changes necessary.
● Oversee and lead annual budgeting and planning process in conjunction with the ED, Museum Director and Board Treasurer; administer and review all financial plans and budgets; monitor progress and changes; keep ED and Board Treasurer abreast of the organization’s financial status.
● Manage organizational cash flow and forecasting.
● Update and implement processes and practices; create a finance policy and procedure manual.
● Effectively communicate and present critical financial matters to the ED and Board Treasurer.

Administration, Human Resources and Technology
● Oversee hiring and onboarding processes of RMF temporary employees (30+ class and camp instructors, event staff).
● Establish and manage an efficient program and process to educate employees regarding financial and operational policies and procedures.
● Manage benefits administration for full time staff.
● Oversee legal compliance procedures and insurance.
● Coordinate with Museum staff on space rental contracts, payments and tracking.
● Support board operations in conjunction with ED; maintain board files; serve as point of contact for board members on logistical matters.
● Work closely and transparently with our Recreation and Parks Department partner, with third party vendors and consultants.
● Coordinate critical data shares with the Recreation and Parks registration system; assist in the development and maintenance of an impact dashboard.
● Coordinate website content updates and technical upgrades.
● Oversee and enhance IT infrastructure, security and functioning.
● Oversee planning and execution of transition to a single donor database and automation of membership processes.
● Oversee and enhance office set up.

Qualifications
● Minimum of a BA; ideally with an MBA/CPA or related degree.
● At least 5-8 years of overall professional experience, including at least 4 years of broad financial and operations management experience. Public-private partnership experience is a plus.
● Ability to thoughtfully plan and execute improvements and transitions of processes and systems.
● Ability to translate financial concepts to – and to effectively collaborate with – programmatic colleagues who do not necessarily have finance backgrounds.
● Tech savvy with experience overseeing and managing software installations; knowledge of accounting, payroll and donor management software (Quickbooks, Gusto, Salesforce, Exceed.)
● A successful track record in setting priorities and meeting deadlines; keen analytic, organization and problem-solving skills which support and enable sound decision-making.
● Excellent communication and relationship-building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
● Multi-tasker with the ability to wear many hats and creatively make the most out of limited resources.
Personal qualities: integrity, responsibility, accountability, respect and positive outlook. Dedication to the missions of the Randall Museum Friends and San Francisco Recreation and Parks Department and to advancing diversity, equity, inclusion and access.

Compensation
- This is a full time, exempt position. Salary range is $90,000-$100,000 annually. We will consider what is commensurate with the candidate’s experience.
- We offer a generous benefits package that includes:
  - Paid time off: 12 paid holidays, 4 weeks paid vacation, 2 weeks sick time.
  - Health insurance: Full benefits via California Choice Benefit Administrators.
  - Opportunity to join the CalSavers Retirement Plan.
  - Opportunity to be a key player in advancing a strategic plan to grow the Randall Museum Friends and the Randall Museum to their highest potential.
- This role requires the successful candidate to work onsite at the Randall Museum at least three days a week.

Equity Statement
Randall Museum Friends seeks a diverse and inclusive workforce that is representative of our greater community. At Randall Museum Friends, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates with no discrimination based on race, color, religion, sex, and any other characteristics protected by applicable law.

TO APPLY
To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to careers@randallmuseum.org. All applications and inquiries will receive a response and be kept strictly confidential.

Randall Museum Friends is an Equal Opportunity Employer.