



**Title:** Director of Finance and Operations

**DATE:** April 5, 2017

**Reports To:** Executive Director and Chief Curator

**General Summary:**

The Renaissance Society seeks a Director of Finance and Operations. In addition to general management of the office and student staff, the Director of Finance and Operations is responsible for day to day accounting, administration of payroll and benefits, and financial reporting to funders and the Board of Directors.

Additionally, this individual oversees overall long term financial management and planning, systems and controls; development of individual program and department budgets; and fulfillment of tax-related requirements. This individual develops, maintains, and monitors all fundraising and accounting systems and procedures. ***To be considered for this opportunity, please send a letter of interest and resume to Jessica Cochran, Interim Director of Operations, cochranj@uchicago.edu, by May 5, 2017.***

**Essential Functions:**

*As Director of Operations*

- Manage general office purchasing and equipment lease negotiation
- Serve as primary liaison to information technology, security and facilities departments
- Maintain archives, catalogues, and editions inventory
- Recruit and supervise work/study students and interns who support office and visitor operations
- Manage master administrative and operations calendar
- Prepare financial reports and documents for meetings of the Board of Directors and various committees
- As necessary provide administrative support to staff, related to travel and purchasing

*As Director of Finance*

- Organize day-to-day accounting, including general ledger, accounts payable and receivable, program budget allocations; investments
- Annual preparation of Organization's budget and financial analysis
- Grants reporting
- Administration of payroll and benefits for employees and independent contractors
- Monitoring of insurance coverage for office, board, facilities, and personnel

- Supervise fulfillment for catalogues and editions sales

**Qualifications:**

- BA Degree in Economics or Finance, MA Degree preferred
- 5 or more years of experience in equivalent position
- Proficiency working with Excel and QuickBooks online
- Excellent organizational and problem-solving skills
- Ability to communicate effectively with all levels of staff, Board members, and outside personnel
- Able to work independently and to demonstrate interpersonal skills in a team setting
- Able to multi-task and prioritize projects, working well under deadlines and pressure
- Attention to detail and high degree of accuracy
- Able to handle and maintain confidential information
- Flexibility, initiative, good synthesizing instincts, and a curious mind
- Experience working in a museum or nonprofit organization preferred

**About the Renaissance Society**

The Renaissance Society at the University of Chicago presents contemporary art exhibitions, events and publications. Founded in 1915 by a group of faculty members, The Ren is an independent, non-collecting museum that combines a flexible, experimental ethos with focused, rigorous inquiry. The Renaissance Society aims to create the best possible conditions for art and artists, and the commitment to supporting ambitious artistic expression frequently takes the form of newly commissioned exhibitions. Regular events include artist talks, lectures, concerts and readings, which present opportunities for further discovery and discussion, while their publications offer critical reflection on and documentation of the exhibitions.

THE RENAISSANCE SOCIETY

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