



Title: Director of Finance and Operations

DATE: August 8, 2017

Reports To: Executive Director and Chief Curator

General Summary:

The Renaissance Society seeks a Director of Finance and Operations. This position is responsible for day to day office management and operations, accounting and personnel relations, as well as financial reporting to the Executive Director and Chief Curator, Board of Directors, and external funders.

Additionally, the Director of Finance and Operations plays a key role in long term financial management and planning, systems and controls; development of individual program and department budgets; and fulfillment of tax-related requirements.

To be considered for this opportunity, please send a letter of interest and resume by 9am on Tuesday, September 5 to info@renaissancesociety.org with the subject line “Director of Finance and Operations.” Interviews will begin the week of September 18. No phone calls, please.

Essential Functions of Director of Finance and Operations:

- Manage general office purchasing and equipment lease negotiation
- Serve as primary liaison to the University of Chicago’s 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
- As necessary, provide administrative support to Executive Director, related to travel and scheduling
- Organize day-to-day accounting, including general ledger, accounts payable and receivable, program budget allocations, investments
- Prepare organization’s annual budget and financial analysis
- Prepare financial reports and documents for meetings of the Board of Directors and various committees
- Administration of general daily human resources-related tasks, such as payroll, benefits, and scheduling for employees and independent contractors
- Provide reports and data for grants administration

- Monitor insurance coverage for office, board, facilities, and personnel
- Supervise fulfillment for catalogue sales and develop long term strategy for catalogue revenue growth
- Collaborate with Director of Development to accurately track, record and forecast income

Qualifications:

- BA degree; MA degree in Finance/Administration/Humanities preferred
- Three to five years of experience in equivalent position
- Candidate must have proficiency with QuickBooks and demonstrated financial literacy with regards to museums or nonprofits
- Experience in Excel, and other Microsoft Office programs required
- Exceptional organizational and problem-solving skills, with attention to detail and high degree of accuracy
- Ability to communicate effectively internally with staff and board; and with external constituents, including patrons, vendors and audience members
- Excellent written and verbal communications skills
- Ability to work independently, managing a diverse workload, reliably meeting deadlines, and performing well under pressure
- Ability to work collaboratively and flexibly within a small team
- Ability to handle confidential information with sensitivity and discretion
- Experience working in a museum or nonprofit organization preferred; experience working with a Board of Directors preferred
- Interest in contemporary art and culture required

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, we are an independent, non-collecting museum that combines a flexible, experimental ethos with focused, rigorous inquiry. We aim 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 publications offer critical reflection on and documentation of the exhibitions.

THE RENAISSANCE SOCIETY

at the University of Chicago
5811 South Ellis Avenue
Cobb Hall, 4th Floor
Chicago, Illinois 60637

773 702 8670
info@renaissancesociety.org
renaissancesociety.org