



Director of Finance and Business Operations

Reports to: Executive Director
FLSA Status: Full time, exempt employee
Date Written/Revised: April 2021

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is a brand-new museum in Washington, D.C. Built on an idea rather than a collection of objects, it's an interactive museum that brings language to life with unique, immersive experiences for people of all ages. Established by philanthropist and educator Ann Friedman, the museum is housed in the Franklin School, a newly restored and rehabilitated National Historic Landmark at the corner of 13th and K Streets, NW, in the heart of downtown. The building has undergone an extensive interior restoration, and the museum has installed architecturally significant large-scale, high-tech, and media-intensive exhibits and installations. The museum opened to visitors in October 2020 during the global health pandemic and operates a growing portfolio of online public and education programming. We are still at the early stages of growth and development as an organization, working to maximize the enormous potential of the exhibit content and experiences that have been created. We anticipate annual visitorship to the museum of 150,000 people.

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION

Planet Word is seeking a Director of Finance and Business Operations to lead and manage the financial, IT business operations, and human resources of this brand-new cultural organization. Working with staff and specialized contractors and vendors, this position oversees finance, business planning and budgeting, information technology and business systems deployment, and personnel functions. The ideal candidate will embrace this broad portfolio and have the leadership skills to successfully deploy the teams and contractors involved in its execution.

SUMMARY OF RESPONSIBILITIES

- **FINANCE**

Accounting: Manage accounts payable/receivable; review and code invoices and expense requests; review and process checks to be paid. Reconcile bank statements to third-party ticketing/donation/membership platforms and gift shop sales accounting. Manage cash flow; produce regular cash flow reports. With contracted HR support, prepare payroll and liaise with payroll vendor. Analyze balance sheet and income accounts each month. Manage general banking and checking accounts. Work with contract accountant to review reconciliations for bank accounts, credit card accounts and processing fees, petty cash. Reconcile and file sales tax returns for gift shop on monthly basis. Prepare and file 1099 forms. Prepare and file annual license to solicit donations with the District of Columbia. Evaluate and maintain internal financial policies and procedures and internal accounting controls.

Budgeting: Working closely with the Executive Director, administer annual budgeting and planning process; administer all financial plans and budget. Monitor and report on progress and changes.

Financial Reporting: With contract accountant, prepare monthly financial reports in a timely manner. Prepare projections and variance reports. Provide financial data for grant applications and reports. With Executive Director monitor cash, line of credit, investment, and interest activity.

Audit: Serve as point of contact for independent auditors on completion of the annual organization-wide financial statement audit and preparation of the annual Form 990, working with the contract accountant to prepare supporting schedules and providing backup documentation as requested.

- **BUSINESS SYSTEMS AND IT OPERATIONS:** Lead a cost-effective, integrated, and agile business operation by overseeing the acquisition and maintenance of SaaS solutions for every critical business function of the museum including ticketing, CRM integration, financial systems and reporting, data analytics, building management systems including security system, database operations, and point-of-sale for admissions, membership, and gift shop. In close coordination with the Technical Director, responsible for working with specialized contractors to execute the planning, implementation, and coordination of all IT services, including enterprise applications, security, network and server infrastructure, telecommunications, telephone services, and help desk. Manage the performance of staff and outside vendors and contractors to minimize expenditures while producing an integrated solution to the museum's technology and business operations.
- **HR:**
 - Provide leadership for all HR activities including diversity and inclusion, compensation, performance management, training and development, employee relations, recruitment and retention, conflict resolution, and strategic planning.
 - Oversee hiring process, onboard new employees, manage complaint process for HR-related issues, evaluate and maintain employee handbook ensuring legal compliance and best practices in HR administration.

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations or modifications to these duties and qualifications may be made to enable individuals with disabilities to perform the essential functions of this role however, these duties and qualifications will not be removed entirely.)

QUALIFICATIONS AND SKILLS

- A Bachelor's or Master's Degree in accounting, business administration, finance, economics, public administration, or a related field or an equivalent combination of professional training and experience
- Thorough knowledge of fund accounting and non-profit financial management
- Progressive, relevant experience in budgeting, forecasting, strategic planning, financial management and reporting
- Experience overseeing the acquisition and deployment of SaaS products, including contract evaluation, integration, testing and deployment, and support.
- Experience with personnel practices and human resources, HRCI or SHRM certification a plus.
- Strong time management and organizational skills
- Excellent oral and written communication skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands and arms to operate keyboard, mouse, and phone. The employee needs to regularly use senses of sight and hearing. The employee is frequently required to reach with hands and arms and is occasionally required to stand; walk stoop or kneel. The employee is occasionally required to lift up to 30 pounds.

SALARY AND BENEFITS

\$80,000 - \$95,000/year

100% employer provided health, dental, vision insurance, 50% dependent cost share

Life/Short term disability/Long term disability/Accidental Death & Dismemberment

TO APPLY

Please send your resume, a cover letter that speaks to your interest in Planet Word and your fit for this position, and salary requirements to:

Careers@PlanetWordMuseum.org

Subject: Director of Finance and Business Operations

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