



## **KID Museum Director of Finance**

### **About KID Museum**

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Position Overview**

KID Museum is seeking a **Director of Finance** to lead all aspects of financial operations. Reporting to the Chief Operating Officer, the Director serves as a strategic partner for strengthening and refining the financial model, health and operations of a growing organization. This position oversees all financial administration, business planning and budgeting. They will also work closely with a motivated and engaged Finance Committee of the Board of Directors.

The successful candidate will have a Bachelor's Degree in Accounting, Finance or related discipline from an accredited college or university. A MBA and/or CPA certification is preferred. 8+ years of related professional and progressive experience in accounting, financial planning, reporting, analysis and making actionable recommendations to senior leadership. 3 or more years of people management experience and/or leading project teams. Nonprofit experience required; education sector experience preferred.

They will have proven experience building and managing effective streamlined financial systems, financial modeling in an educational or nonprofit setting, engaging in strategic planning, and performing financial analysis. They support Board relations through clear communication of financial reporting and analysis, and oversee cash flow planning, preparing and reviewing budgets, and tracking operational metrics.

This is an excellent opportunity for a talented leader to be a part of an organization that has established itself as a significant resource for children and families in the greater DC metropolitan region and is poised for national growth.

### **Essential Job Functions**

- Lead financial modeling and strategy for a growing educational organization with multiple locations, including development and refinement of program pricing strategy and cost structure.
- Provide strategic recommendations to senior leadership based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee long-term budgetary planning and cost management in alignment with the strategic plan.
- Engage the Advancement team to align financial management with short- and long-term financial planning and projections.
- Oversee the annual finance planning/budgeting processes and prepare the annual operating budget. Work with staff and board to develop and implement program and organizational budgets.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics. Monitor, interpret and present financial results of operations and programs each month.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Coordinate the annual audit and prepare the IRS 990 form. Oversee licensing, State reporting, tax and regulatory filings, insurance and reporting requirements.
- Oversee payroll, payroll liabilities, PTO accrual and retirement plan.
- Create and maintain excellent financial controls, policies and procedures.
- Serve as the primary point of contact for banking relationships, ensuring appropriate account terms and protocols, including maintaining signatory lists and approval thresholds.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting.
- Oversee accounts receivable and payable.
- Prepare budgets and financial reports for grants and track reporting of project/program budgets and expenditures. Work with the Advancement team for timely grant proposal and report submissions.

- Advise senior leadership in financial decision-making and systems development and improvement.
- Successfully complete other duties as assigned.

### **Minimum Qualifications**

- Advanced proficiency with Quickbooks, Payroll processing systems, Microsoft Suite, CRM platforms and Google Suite.
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
- Strong written and oral presentation skills; ability to tell the story behind the numbers.
- Strong self-discipline, time management, analytical and prioritization skills.
- Self-motivated with ability to work with minimal supervision.
- Driven, energetic, highly collaborative and results oriented.
- High level of accountability, accuracy, and efficiency, especially while handling multiple tasks.
- Curiosity and the willingness to test the conventional approach and experiment.
- Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; and excellent attention to detail.
- Demonstrated commitment to the social sector, with an interest in and enthusiasm for museums and/or science education.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

*Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*