

DIRECTOR OF FINANCE AND ADMINISTRATION (FULL-TIME/EXEMPT)

The Director of Finance and Administration is a strategic thought-partner reporting to the Executive Director. This position is responsible for finance, business planning and budgeting, human resources, administration, and information technology, and works closely with the Board Treasurer, Investment Committee, Audit Committee and ad hoc committees as appropriate as well as Stowe Center staff.

The Director of Finance and Administration is an integral part of the management team charged with sustaining the Stowe Center's mission. There is a close working relationship with the Director of Collections & Research, the Director of Programs & Visitor Experience, and the Director of Development & Visibility to strengthen collections and program capacity.

ESSENTIAL RESPONSIBILITIES:

Financial Management

- Oversee accurate and timely monthly financial reporting, coordinating with third party providers.
- Coordinate the annual audit process, working with external auditors and the audit/finance committee of the Board of Trustees.
- Oversee and lead annual budgeting and planning processes in conjunction with the Executive Director. Provide the management team with reports to keep them abreast of the organization's financial status.
- In collaboration with the Executive Director and the management team, review and negotiate procurement contracts, i.e. IT services, security services, landscaping, cleaning services, snow removal, and other significant facility contracts and/or purchases.
- Review financial management and reporting systems to ensure financial data and cash flow support operational requirements.
- Update and implement all necessary business policies and accounting practices.
- Coordinate with the Executive Director to provide critical financial matters to the Board of Trustees.
- Provide the management team with reports to support planning and managing their budgets and results.

Human Resources

- In collaboration with the Executive Director, develop human resources policies and staffing procedures to enhance professional development, compensation and benefits, performance evaluation, and training.
- Ensure that recruiting processes are consistent and streamlined.

- Serve as the on-site HR contact for staff.
- Work with external partners including third-party insurance and benefits vendors and consultants.
- Maintain confidential files and personnel records including staff evaluations and salary documentation.

General Administration

- Work with the Executive Assistant and Board Liaison to coordinate meetings requested by the Executive Director or Board Chair.
- Oversee the Board portal to ensure board meeting materials are provided on a timely basis.
- Oversee entity purchase processes.

Information Technology

- Oversee the third party provider of IT support.
- Manage an annual review of technology equipment needs to address technology replacement needs.

Other Duties

- Participate fully in the organization's annual events and other community events relevant for Stowe Center.
- Carry out ad hoc duties, as needed.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS:

- Minimum of a Bachelor's Degree and at least five years of relevant financial and operations management experience. An MBA or related graduate degree is desirable.
- Experience with human resources and benefits functions and ability to work with outside resources to meet best practices in HR management.
- High degree of computer and technology systems literacy and experience in working with software and equipment vendors.
- Advanced problem-solving and decision-making skills and the ability to provide continual assessment of processes and systems to maximize accuracy, consistency and improve efficiencies.
- Outstanding project management and organizational skills, with the necessary attention to details to drive complex, multi-faceted projects forward and on time.
- Excellent verbal and written communication skills.
- Ability to work autonomously as well as in a team setting.
- Ability to convey complex financial ideas through brief, simple materials to colleagues with limited financial knowledge.
- Good moral character, mature judgment and a strong sense of responsibility and dedication with a customer service orientation.
- Experience working in an urban community with a diverse population.

The Stowe Center is committed to affirmative action, equal opportunity and the diversity of its staff. The Harriet Beecher Stowe Center is an equal opportunity employer. Women, members of protected classes, and individuals with limitations are encouraged to apply.