



MINNESOTA
MUSEUM of
AMERICAN ART

Position Announcement – Finance Director (part time)

The M (the Minnesota Museum of American Art) is a St. Paul-based museum with a small, dedicated staff and a big mission: *to explore American identities and experiences through art and creativity*. A primarily visual arts museum, the M's exhibitions and programs are co-curated with M staff in collaboration with diverse community partners, focusing on lived experiences and creativity of the many artists, cultures, and communities that have been historically, and continue to be, underrepresented by American museums. This model has developed organically and fostered strong multi-year partnerships that benefit both the museum and its partners as well as the people they serve.

Goals that have united civic, philanthropic, artistic leaders and the community in support of the M include:

1. Preserving and engaging the public with the M's unique collection, which includes more than 5,000 artworks showcasing the diverse voices of American artists past and present, with a focus on Minnesota artists;
2. Creating a new collaborative programming model suited to our times; and
3. Revitalizing downtown St. Paul by connecting the Rice Park/RiverCentre area to the Lowertown/Mears Park area.

Over the past decade, the M and our partners have been on a journey that has:

1. Revived a largely dormant 127-year-old organization and adapted its mission to the contemporary needs of our community;
2. Raised more than \$30 million in private and public investment;
3. Completed Phase 1 construction on our new home in the historic Pioneer Endicott building; and
4. Offered a series of innovative programs that showcase the M's essential value as a major cultural anchor for St. Paul and the region.

The M is now moving rapidly toward construction on a second and final phase, which will begin in early 2022 and support a mid-2023 grand opening.

For more background on the organization, please see our [website](#) and [Community Report](#).

Position Summary

At a transformational time, the M seeks a part-time Finance Director to provide strategic financial guidance and leadership across the staff and board. This position reports to the Executive Director, functions as part of the organization's Leadership Team, and works with Board Finance & Audit Committee.

A key member of the M's Leadership Team, the Finance Director's primary duties include:

- ACCOUNTING
 - Direct contract book keeping, audit and tax prep
 - Develop processes and procedures related to internal controls
 - Working with Director of Advancement to ensure that accounting is consistent with donor CRM
 - Prepare ad hoc reports in support of grant reporting requirements
- FINANCIAL ANALYSIS & BUDGETING
 - Lead all financial planning and analysis, including forecasting, budgeting and cash flow management
 - Prepare monthly, quarterly and annual financial reports
 - Lead annual budgeting process across the Board, M leadership and staff
 - Serve as staff liaison to Board and Finance & Audit Committee

The successful candidate will be:

- **Relatable.** Understanding that finances aren't everyone's bag, but are critical to organizational success, and able to bring that energy to the team.
- **A systems and organization builder.** A leader who is able to help an organization see opportunity and build toward a higher impact, more sustainable future- internally and externally.
- **A communicator.** A leader with strong active listening skills, excellent verbal and written skills, and strong public presentation skills.
- **An arts advocate.** A leader who has passion for art and art's ability to connect people and to express our common humanity.
- **A DEI practitioner and advocate.** A leader with a deep commitment to diversity, equity, and inclusion; an ability to incorporate DEI principals into financial practices; and an ability to work effectively with diverse teams and community members.
- **A connector and collaborator.** A person who is comfortable operating as part of a leadership team and in a co-creation and collaborative role with internal and external partners.

Qualifications:

- 5+ years of progressively responsible experience in a finance role working with nonprofits, or comparable experience in a results-oriented field, with a record of accomplishment.
- BA in Accounting or equivalent, Master's preferred
- CPA or equivalent preferred

The M's Commitment to a Diverse Workforce

The M's goal is to employ a diverse staff representative of Minnesota's communities and residents. The M acknowledges race, gender, and accessibility gaps in education and employment opportunities present in the Twin Cities. The M is an affirmative action/equal opportunity employer.

Compensation and Benefits

This is a part-time (20 hours/week), salaried, exempt position. Compensation will range from \$45,000 - \$60,000 per year. This position is not eligible for medical or dental benefits, but is able to earn and utilize sick and vacation time. The M is currently in a hybrid work environment.

TO APPLY:

Please send a letter detailing your interest in this position and how you believe you meet the qualifications. Send to info@mmaa.org, with the subject line "Finance Director Position," by January 14, 2022.

We **KNOW** there are great candidates out there who may not fit what we've described above or have skills we've not thought of or listed here. If that's you, don't hesitate to apply and tell us about yourself.

All applicants will receive an email reply within ten business days with information on the status of their application.

Position open until filled.