



*We provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all.*

### **Deputy Director of Finance, Administration and Retail Enterprise at Bergstrom-Mahler Museum of Glass**

The Deputy Director of Finance, Administration and Retail Enterprise (DDFARE) oversees the fiscal health, human resources functions, earned revenue areas, and operational infrastructure of the Bergstrom-Mahler Museum of Glass. In collaboration with the Executive Director, this senior leadership role provides tactical oversight of the Museum's annual budgeting, audit compliance, financial reporting, risk management, and administrative systems to support the Museum's strategic goals and sustainability. The DDFARE reports to the Executive Director of the Museum and fosters financial stability, integrity in reporting, compliance with 501(c)(3) regulations, and efficient daily operations partners.

#### **Relationships:**

- Reports to the Executive Director
- The position is part of the senior leadership team reporting to the Executive Director and works in collaboration with the Deputy Directors of Communication, Glass Studio, and Exhibitions and Collections.
- Direct reports: Shop Manager, Visitor Services Manager, Visitor Services Associates, Bookkeeper.

#### **Key Responsibilities**

- **Financial Management:** Oversees all aspects of financial operations, including annual operating budget development, forecasting, cash management, endowment reporting, and grant compliance. Works with Bookkeeper on accounts payable.
- **Audit and Compliance:** Leads annual audit processes, maintain internal control systems to safeguard assets, and ensure adherence to GAAP and IRS regulations.
- **Financial Reporting:** Provides monthly financial reports to the Executive Director on financial results and projections and other reports as needed.
- **Operational Leadership:** Supports and supervises Visitor Services, Museum Shop and Bookkeeping staff and implements strategies that enhance customer service, earned income and operational efficiencies.
- **Retail Enterprise:** Collaborates with staff to develop and enhance earned revenue streams of the Museum in the Museum Shop, Glass Studio, traveling exhibitions program and outreach programs. Established goals collaboratively and monitors revenue projections.
- **Risk Management:** Manage insurance policies and legal compliance.
- **Strategic Planning:** Collaborate with Executive Director to align financial resources with the museum's long-term strategic goals.

#### **Qualifications**



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- **Education:** Master's degree in Business Administration, Arts Administration, or related experience in higher education or in a nonprofits or arts/cultural organization
- **Experience:** 5+ years of progressive experience in financial management preferably within a non-profit, cultural, or museum environment.
- **Skills:** Proficiency in accounting software (e.g., QuickBooks Online) and Microsoft Office Suite.
- **Competencies:** Exceptional analytical skills, experience with financial reporting, and strong interpersonal skills to collaborate with staff and stakeholders.

#### **Work Style**

- Demonstrated commitment to an inclusive healthy working environment.
- Foster a culture of belonging.
- Entrepreneurial spirit with the ability to manage complex, multi-year projects.

#### **Candidate Profile:**

While it is understood that no one candidate will bring every desired skill, characteristic, and experience, the following offers a reflection of the ideal candidate profile for the Deputy Director of Finance, Administration and Retail Enterprise:

- **Business Acumen and Operational Expertise:**  
The DDFARE will have a strong record of successful oversight and management of finance and operations. They will promote a culture of excellence and high-quality execution at all levels within the institution, providing outstanding stewardship for the advancement of the Museum. Highly skilled in budget, financial, and human resource administration, this individual will have the perspective to consider the impact of decisions, strategic plans or initiatives, and programs on the organization, and make sound recommendations accordingly.
- **Skilled and Inspirational Manager:**  
The DDFARE will be a decisive, results-driven leader with a collegial, team-oriented working style, open and nimble in adjusting to emerging needs or shifting priorities. They will have a proven record of visible and effective leadership and management, as well as the demonstrated ability to professionally develop, motivate, nurture, and retain a strong team. As a motivator, they will empower staff through communication, feedback, and delegation; while actively promoting teamwork and collaboration.
- **External Relations and Relationship-Building:**  
The DDFARE will have a compelling public presence and be exceptionally skilled at developing, building, and sustaining excellent relationships. They will have a demonstrated ability to connect with and build bridges among the various constituents at the Museum as well as external partners.



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**Compensation Package:**

Salary range is \$75,000–\$85,000 with a generous benefits package.

**To Apply:**

Send all inquiries with a cover letter, cv/resume and references to Amy Moorefield, Executive Director at [moorefield@bmmglass.com](mailto:moorefield@bmmglass.com)

**About the Bergstrom-Mahler Museum of Glass:**

**Mission:** We provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all.

**Vision:** The global gathering place where lives are enriched and transformed by glass.

Our Core Virtues:

*Extraordinary:* We are one-of-a-kind and above the rest.

*Bright:* We make intelligent decisions to illuminate learning for all.

*Caring:* We are a welcoming light in our communities.

*Intrepid:* We boldly explore and share glass experiences.

*Resilient:* We strengthen our mission with authenticity.

Located on the bank of Lake Winnebago, Bergstrom-Mahler Museum of Glass provides extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all. Admission free always, the Museum was established in 1959, is ranked in the top five glass museums in the country and has the largest paperweight collection on view in the world. With eight galleries, the Museum has stunning glass collections, including paperweights, Germanic drinking glasses and contemporary glass sculpture. The Museum offers a schedule of temporary glass exhibitions, studio classes in glass for youth and adults and signature community events such as its Glass Arts Festival. Bergstrom-Mahler Museum of Glass has been accredited by American Alliance of Museums since 1974.