



## DIRECTOR OF FINANCE & OPERATIONS

The Manitoba Museum, a not-for-profit institution, is Manitoba's largest heritage centre and number one paid tourist attraction with over 400,000 on-site visitors annually, including 80,000 students. We uniquely combine human and natural history themes, multidimensional interpretation, science, and astronomy education with quality school and community programs, special events and exhibitions. Our facility houses the Museum galleries, a Science gallery, a Planetarium and a major Exhibition Hall, as well as major research, conservation and artifact storage spaces and exhibition production shop.

Reporting to the Chief Executive Officer, we are seeking an experienced financial professional who, in addition to assuming the traditional role of a chief financial officer, will strategically lead Finance, IT & Operational Services Departments. Innovative and effective financial management skills and experience will facilitate the development and execution of the business plan, annual budget, and capital renewal plans. Additional duties include supporting select committees of the Board of Governors, responsibility for the facility security team, acting as a liaison between the Museum and its landlord (Manitoba Centennial Centre Corporation), and actively participating on the collective agreement bargaining team.

Supported by a dedicated and professional museum staff including five direct reports and the security supervisor, a committed senior management team and Board of Governors, your personal contribution will be significant in our maintaining fiscal responsibility, outstanding exhibitions development and programming excellence, resulting in an inspiring, relevant and dynamic organization. The Museum's annual budget is on the order of \$10 million and the overall staff complement is close to 100.

Along with a passion for working within a non-profit team environment and advancing major capital renewal, you will have a minimum of five years at a senior management level with several direct reports, a professional accounting designation (CPA) and a proven track record of success in strategic management and team building.

Full details in the attached Job Description.

Interested applicants may forward a résumé including a cover letter with salary expectations by April 26, 2019, to:

Director of Human Resources, The Manitoba Museum, 190 Rupert Avenue, Winnipeg, MB R3B 0N2. Email: [ladeleyeolusae@manitobamuseum.ca](mailto:ladeleyeolusae@manitobamuseum.ca)

*The Manitoba Museum is committed to employment equity and welcomes diversity in the workplace.*

*We thank all applicants for their interest; however, only those being considered for interviews will be contacted.*

## DIRECTOR OF FINANCE & OPERATIONS

### JOB DESCRIPTION: Excluded

#### 1. **General:**

Reporting to the Chief Executive Officer, the incumbent is responsible for all duties and responsibilities related to the function of a chief financial officer such as financial planning, budgeting, tracking and forecasting revenues and expenses and all financial reports. Departmental responsibilities include information technology, operational services (i.e. capital upgrades, 3-D design, maintenance, trades) and the finance office. Additional duties include support to the Board of Governors Finance, Investment and Pension Committees, The Manitoba Museum Foundation and responsibility for building/security areas, interface with the landlord and participation on the collective bargaining negotiating team. The incumbent may act on behalf of the Chief Executive Officer when requested. The position has 5 direct reports.

#### 2. **Key Accountabilities & Typical Duties:**

##### A. Priority 1 – Financial Reporting and Oversight

Responsible for financial reporting, financing, insurance and business office functions serving all areas of TMM.

- i. Oversees and manages all financial activities of The Manitoba Museum and The Manitoba Museum Foundation such as financial planning, budgeting, forecasting, and preparation of all financial reports.
- ii. Responsible for the collection, remittance and reporting of statutory obligations, charity and information returns and support to the auditors etc.
- iii. Develops and implements innovative and functional financial reporting systems and procedures.
- iv. Administers public grants for financial reports in collaboration with grant recipients
- v. Ensures adherence to professional and ethical standards in accounting and financial activities.

##### B. Priority 2 – Leadership and Strategic Direction

Serve on the Directors' team responsible for overall TMM strategic planning and ongoing management of plans, major activities and results.

- i. Develops the annual Province of Manitoba and City of Winnipeg grant proposals in collaboration with the CEO.
- ii. Develops, reviews and negotiates contracts on behalf of TMM as required for final approval by the CEO.
- iii. Supervises the capital renewal contract project manager and tracks all capital renewal costs.
- iv. Provides management support to the Finance, Investment & Pension Committees of the Museum Board of Governors and The Manitoba Museum Foundation.
- v. Functions as a member of the Senior Management Team for input, monitoring, implementation and evaluation of the annual business plan and budget.
- vi. Participates as a member of the Director's Team sharing responsibility for tasks such as the preparation of institutional policies, programs, strategic and operational plans and budgets.

### C. Priority 3 – Finance and Operations Management

Effectively manage and direct the diverse Finance and Operations team consisting of Operations, I.T., Design, Diorama, Business Office and AV/Technology.

- i. Responsible for recruitment, selection, termination, performance management with the support of Human Resources, including work planning and review, and succession planning for direct reports, within established Museum policy and procedures.
- ii. Develops work schedules, goals and priorities for areas of responsibility within the context of the Museum's strategic and annual plans.
- iii. Mentors direct reports in their functions and provide guidance in professional development to ensure departmental objectives are attained.
- iv. Approves and controls the allocation of staff and operating resources and expenditures for the divisional area of responsibility; provide progress reports as required.

### D. Priority 4- Facility Management

Appropriately manage the physical facility to ensure optimum operating and environmental conditions at all times.

- i. Responsible for liaising and working with MCCC (landlord) regarding facility use, cleanliness, security, etc.
- ii. Manages the TMM security team through the SRG security group contract. Ensures an appropriate balance between security and customer service. Oversees emergency response procedures.
- iii. Works with the Insurance Broker to obtain adequate insurance coverage for the facilities and the collections. Ensures comprehensive liability cover including Directors and Officers.
- iv. Directs and supervises the IT department.

### E. Perform other duties as reasonably assigned

- i. Participates as a member of the negotiating team during collective bargaining and
- ii. Participates in the Museum Capital Renewal Planning Committee
- iii. Rotates with other Directors for the weekend on-call duties.
- iv. Acts on behalf of the Executive Director when assigned.

## **MINIMUM REQUIRED QUALIFICATIONS:**

### **1. Skills, Abilities and Knowledge**

- i. Thorough and current knowledge in areas of responsibility including accounting, financial reporting, charities regulations, contract administration and information technology.
- ii. Demonstrated strong communications and interpersonal skills.
- iii. Demonstrated organizational skills with an ability to work effectively under pressure manage a heavy workload and meet deadlines.
- iv. Knowledge of software applications including MS office suite and ATMS+ Patron Management Software
- v. Demonstrated leadership and supervisory ability.
- vi. Demonstrated project management skills.

### **2. Education, Training and Experience**

- i. A professional designation in the field of accounting, i.e., C.P.A.
- ii. At least five years of senior management experience
- iii. Experience in recruitment, selection and performance management.
- iv. Labour relations and collective bargaining experience an asset.
- v. Equivalent combination of education and experience.