

Weitzman National Museum of American Jewish History
Job Description

Director of Finance

ORGANIZATION SUMMARY

The **Weitzman National Museum of American Jewish History** (The Weitzman), located on historic Independence Mall in Philadelphia, brings to life the 360+ year history of Jews in America. Tracing the stories of how Jewish immigrants became Jewish Americans, the Museum invites visitors of all heritages to share their own stories and reflect on how their histories and identities shape and are shaped by the American experience. An open door for all, The Weitzman Museum honors the past and contributes to a better future by sharing the power of imagination and ideas, culture and community, leadership and service, in ways that turn inspiration into action.

JOB SUMMARY

The Weitzman Museum of American Jewish History is seeking a highly skilled and motivated Director of Finance, reporting to the Chief Operating Officer to join its leadership team. The Director of Finance will play a crucial role in overseeing the financial health of the organization, ensuring fiscal responsibility, and contributing to the long-term sustainability and growth of the museum.

JOB RESPONSIBILITIES

Financial Management:

- Develop and implement financial policies, procedures, and internal controls to safeguard the museum's assets.
- Manage day-to-day financial operations, including budget management, accounting, and cash flow management.
- Prepare and present accurate and timely financial statements and reports to the executive team and Board of Directors.
- Work with the Board and/or lead Board Committees

Budgeting and Forecasting:

- Work with the Chief Operating Officer on annual budgeting process, collaborating with department heads to ensure alignment with strategic goals.
- Monitor budget performance regularly and provide analysis to inform decision-making.
- Conduct financial forecasting and modeling to support long-term planning.

Grant Management:

- Oversee financial aspects of grant applications, reporting, and compliance.
- Work closely with program managers to ensure proper financial stewardship of grant funds.

Audit and Compliance:

- Coordinate annual financial audits and liaise with external auditors.
- Ensure compliance with all relevant laws, regulations, and accounting standards.

Investment and Endowment Oversight:

- Manage the museum's investment and endowment portfolios, in collaboration with the Investment Committee.
- Evaluate and recommend investment strategies to optimize returns and preserve capital.



Financial Strategy and Planning:

- Provide strategic financial guidance to the executive team and Board of Directors.
- Contribute to the development and execution of the museum's strategic plan.

QUALIFICATIONS

- Bachelor's degree in finance, accounting, or a related field (Master's degree or CPA preferred).
- Proven experience in financial management, preferably in a non-profit or cultural institution.
- Strong knowledge of accounting principles, financial analysis, and budgeting.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.
- Familiarity with fund accounting and grant management.
- Experience with investment and endowment oversight.
- Salary Range \$115k - \$150k

Please submit your resume including salary requirements to Employment@TheWeitzman.org

The Weitzman Museum of American Jewish History is an equal opportunity employer and encourages candidates of all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.