

Director of Finance and Administration

Knock Knock Children's Museum

Baton Rouge, Louisiana

December 5, 2017



Description:

The Director of Finance and Administration will be a strategic thought-partner, reporting to the Deputy Director. The successful candidate will be a hands-on and participative manager leading the following areas: bookkeeping, administration, human resources, office management, and IT. In collaboration with the leadership team, the Finance and Administration Director will develop and administer policies and procedures related to office management, administration services, human resource functions, bookkeeping and financial reporting, and professional development and training. The incumbent will be instrumental in maintaining a high-functioning work-culture in which all employees have clear expectations and guidelines, professional development opportunities, and access to necessary resources.

The Director of Finance and Administration should be able to see across the departments of the organization while being detail-oriented, personable, organized, self-starting, and passionate about Knock Knock's important mandate to be the community spark for high quality learning experiences through play for all children in the Capital Region.

The successful candidate will thrive as the guiding resource to a staff of 50-plus, along with a corps of dedicated volunteers, all working to ensure that Knock Knock is a vital and necessary educational resource and a family favorite destination for the Capital Region. As a member of the Leadership Team, the Director of Finance and Administration will excel in collaborating with the entire Leadership Team, all staff members, Board and committee members, and other community leaders.

Responsibilities:

- Monitor budgets and provide analysis and reports;
- Manage day to day bookkeeping functions including processing payables and receivables, daily reports, and record keeping;
- Process all aspects of payroll including timekeeping, PTO, approvals, record keeping, and disbursements;
- Assist Deputy Director with deposits and reconciling accounts;
- In partnership with the Deputy Director, oversees all technology and ensures all staff have the hardware, software, and IT support to carry out their position requirements efficiently and effectively;
- Coordinate the ongoing development of the organizations policies and procedures pertaining to finance, administration, HR, office management, IT, and security;
- Directly supervise the position of Administrative Assistant and is liaison to accounting and IT contractors;

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- Main point of contact for telephone and Internet vendor, office supply vendor, and other vendors;
- Ensure office equipment is maintained and procure additional office equipment as needed;
- Is responsible for office supply inventory, efficient office organization, and well-kept appearance;
- Handle ongoing record keeping within the office, with regards to employees, vendors, contractors, and any other entities that deal with the operations of the museum;
- Oversee administrative duties including but not limited to designing records and archive systems and assigning and monitoring clerical functions;
- Ensure accurate preparation of Board meeting agendas, reports, support materials, minutes, and acknowledgements;
- Coordinate HR functions with all employees and maintains secured employee files;
- Oversee supervisors in on-boarding of new staff and initiate new employee orientations and trainings;
- Facilitate and track professional development customized for Knock Knock employees;
- Lead supervisors in all aspects of employee performance appraisals.

Qualifications:

- Bachelor's Degree required; advanced degree preferred;
- 8 or more years of experience – preferably with a nonprofit, museum, or cultural institution - in areas of supply management, financial management, delegation, staffing, human resources, managing processes, supervision, developing policies and procedures, and reporting skills;
- Experience managing budgets, processing bookkeeping, financial reporting, and record keeping;
- Has administered HR functions for a staff of 50 or more;
- Experience supervising and mentoring direct reports;
- Passionate about talent management and ongoing professional development;
- Excels within a strength-based culture and is excited to join a nimble and talented team;
- Innovative thinker with a positive attitude and creative problem solving skills;
- Exceptional written and oral communication abilities;
- Experience recording Board minutes and issuing agendas;
- Finely-honed inter-personal skills;

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- An ability to establish working relationships with community members, volunteers, committee members, colleagues, and museum visitors;
- Must be able to thrive in the atmosphere of a newly opened, publically facing, non-profit organization.

About Knock Knock Children's Museum:

Knock Knock Children's Museum is an inclusive gathering place where families and children of all backgrounds and experiences interact. The children's museum itself is an approximately 26,000 square foot facility in City-Brooks Community Park in Baton Rouge, Louisiana. Its prime location on 6 acres of existing parkland was selected to afford access to all communities within Baton Rouge and surrounding nine-parish area.

Knock Knock Children's Museum is comprised of hands-on, interactive exhibits called "Learning Zones." Anchored in research and evidence based practices addressing all areas of development, the "Learning Zones" are designed to create teachable moments that will connect children's every day experiences to learning. Knock Knock's focus is on the development of the whole child with the goal of increasing early literacy skills (*reading, writing, listening, and speaking*) while expanding knowledge and raising interest in STEAM (*science, technology, engineering, art, and math*) subjects and careers.

Knock Knock will:

- Serve children, birth through age 8, and their families;
- Serve the nine-parish Capital Region, which has experienced unprecedented population growth since hurricane Katrina in 2005;
- Provide high-quality early learning experiences for an expanding population of children living in under-resourced environments and poverty;
- Help close the knowledge and early childhood education gap.

To date, Knock Knock has raised more than \$13 million of a \$14 million capital campaign. It is anticipated that the annual operating budget of the museum will be approximately \$2 million. To learn more about the children's museum please visit, www.knockknockmuseum.org.

To Apply for the Position:

Please submit the following application documents: cover letter, resume', and a list of three to five references including email and phone numbers for each reference to:

Attn: Jan Sumrall
Knock Knock Children's Museum

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1900 Dalrymple Dr.

Baton Rouge, Louisiana 70808

Or email the application documents mentioned above in ONE - PDF document with Position Title in subject line to: Opportunities@knockknockmuseum.org

This position is open until filled. Knock Knock Children's Museum is an Equal Opportunity Employer.