

CAREER OPPORTUNITY DESCRIPTION

Title:	Business Manager
Job Type:	Full-time (exempt)
Hours:	Generally, 40-45 hours per week; includes some nights and weekends
Compensation:	Salary range for this role is between \$55,000 and \$65,000 with a competitive benefits package that includes medical, dental and vision, retirement, paid vacation, and flextime.

INTRODUCTION

The Dubuque Museum of Art (DuMA) seeks a highly skilled manager of the organization's finances, business affairs and facilities. Reporting to the Executive Director, the Business Manager is a critical leadership position inside a museum planning for urgent and dramatic growth alongside its 150th anniversary (in 2024). The Manager is responsible for leading the multiyear budgeting process that supports the Museum's five-year plan to triple annual engagement and double annual revenue.

The Manager is a collaborative leader of business and operational affairs (like accounting, human resources and retail, and IT) who works with outside consultants as well as the Board of Trustees to improve organizational and financial health. The Business Manager also maintains and monitors the facility systems, equipment and processes (security, maintenance, janitorial, guest services) of a dynamic Museum in growth mode.

The ideal candidate is highly organized, detail oriented, self-motivated and has significant experience in non-profit management. The successful candidate possesses a sophisticated understanding of non-profit budgeting and reporting, QuickBooks experience, and ability to communicate effectively with a wide range of stakeholders (e.g., fundraising and programing staff, funders, maintenance and facilities vendors, and volunteers). The successful Business Manager will be passionate champion of DuMA's values who builds the organization's capacity to achieve its vision. They will be comfortable setting organization-wide policies and procedures as well as managing day to day operations.

RESPONSIBILITIES

- Manage Museum finances to support five-year strategic plan for growth (60%)
 - Prepare multi-year budgets aligned with five-year strategic plan
 - Prepare monthly financial reports in QuickBooks
 - Manage cash flow, accounts payable, accounts receivable
 - Identify and act upon opportunities to improve net income
 - As liaison to the Board's Finance Committee, provide regular updates on museum's financial position, risks and opportunities, and progress toward strategic objectives
 - Review and pay bills, post income, expense and general journal transactions, transmit ACH transactions, reconcile bank statements
 - Track restricted funds and grant-related expenses and revenues, provide financial reports to funders and staff. With Director of Advancement, ensure timely donation processing, donor acknowledgement, gift reports, and contributed revenue statements
 - Administer employee pay records and support independent payroll processor
 - Support independent audit
- Manage DuMA's Business Affairs to support five-year strategic plan (25%)
 - Manage front of house guest experience including museum shop
 - Supervise and train guest experience staff and volunteers on programs and policies
 - Analyze data, identify and act upon opportunities to increase customer satisfaction
 - Increase revenue per visitor through retail and membership sales

- Collaborate with Directors of Advancement and Learning to improve guest experience
- Identify and act upon opportunities to improve staff performance, satisfaction and efficiency
- Maintain licenses and certifications (e.g., liquor, food and beverage, building inspections)
- Maintain auditable processes and standard operating procedures (e.g., pci compliance, daily cash management processes). Ensure DuMA meets regulatory and compliance requirements
- Support recruitment, onboarding, and retention efforts; manage benefits, maintain Staff Handbook
- Manage external IT consultants and contracts (network, printers, phones)
- Manage office supplies
- Maintain and monitor operational systems and equipment, respond to and resolve problems (15%)
 - Supervise part time maintenance staff and outside vendors
 - Identify and develop plan for maintenance, repair and annual upkeep of facilities
 - Manage day-to-day facilities' operations including janitorial services, snow removal, and utilities
 - Recommend, administer and implement security policies and procedures
 - Maintain and update disaster preparedness plans, risk management planning in collaboration with Curatorial Director and Finance Committee
 - Prepare staff and volunteers for emergencies
 - Provide staff training on museum systems
 - Respond to on-call emergencies and critical events within 15 minutes
- Perform other related duties in a professional manner.

CHARACTERISTICS AND COMPETENCY

The Business Manager will be a goal oriented and confident self-starter with the ability to influence and motivate others. Curious and insightful, they will serve as a thought-partner to the Executive Director during an exciting period in the Museum and the city's history. Work is performed in a fast-paced but flexible environment, where interruptions are frequent.

Other key competencies of this role include:

- **Innovation and change management:** An active listener who helps stakeholders bring the Museum's mission to life. Analyze data, communicate key metrics and insights to stakeholders
- **Customer focus and diplomacy:** Builds rapport with stakeholders regardless of cultural differences
- **Planning, organizing, and prioritizing:** Ascertains and communicates top priorities. Detail-oriented with ability to anticipate, plan, and manage multiple priorities and deadlines.
- **Teamwork and project management:** Organizes and motivates others to accomplish goals. Holds self and colleagues accountable; supports and builds internal processes; inspires stakeholder confidence

QUALIFICATIONS

- Three years' experience in budgeting, preparation of financial statements and non-profit management
- A passion for the arts in our community
- Strong communication and presentation skills sufficient to effectively present data, insights, and respond to questions from a wide variety of audiences
- In-depth working knowledge of general accounting concepts and practices
- In-depth understanding of nonprofit financial practices, including grant contracts, restricted funds, etc.
- Strong computer skills including QuickBooks Excel, and PowerPoint. Salesforce experience is ideal
- Ability to maintain highest confidentiality when dealing with sensitive information
- Knowledge of HVAC, electrical, plumbing, building codes, and maintenance issues desired
- Ability to work some extended hours during events
- Ability to remain calm in stressful situations and help resolve complaints with tact and courtesy
- Knowledge of security operations and workplace safety desirable
- May occasionally be required to climb, balance, stoop, kneel, crouch, or lift 20 lbs. without assistance

ABOUT THE DUBUQUE MUSEUM OF ART

The mission of the Dubuque Museum of Art (DuMA) is to create engaging art experiences that excite, inspire, and connect our community. The Board of Trustees recently approved a strategic plan to triple the Museum's impact, double its revenue and build the organization and infrastructure that will sustain the mission.

Established in 1874, DuMA is among Iowa's oldest cultural organizations. Since opening an award-winning facility in downtown Dubuque in 1999, the Museum has expanded its permanent collections to include over 2,600 objects, including internationally-recognized works by Grant Wood and the complete collection of Edward S. Curtis' *The North American Indian*. The Museum is also home to the complete body of work from artist and author Arthur Geisert, currently consisting of more than 900 etchings.

DuMA regularly hosts and presents juried, curated, and traveling exhibitions, featuring locally, regionally, and nationally-recognized artists. The Museum offers a diverse array of education programs, outreach activities, and festivals including the annual Winter Arts snow sculpting festival.

SALARY AND BENEFITS

Salary range for this role is between \$55,000 and \$65,000 with a competitive benefits package that includes medical, dental and vision, retirement, paid vacation, and flextime.

ADDITIONAL REQUIREMENTS

Offers of employment are conditioned upon a background check and 90-day probationary employment period.

APPLICATION INSTRUCTIONS

Qualified candidates should submit a cover letter, résumé, and a minimum of three professional references to hr@dbqart.org. No phone calls please.

DuMA's VISION

DuMA envisions a community that is a thriving cultural hub where people of diverse backgrounds and perspectives together achieve a deep understanding of the past, an empathetic view of the present, and an inspired outlook for the future. The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.

DuMA's VALUES

- Art has the power to change lives.
- Our actions are guided by trust, integrity, respect, and accountability.
- We adhere to professional ethics and museum standards in all operations and maintain a high standard of artistic excellence.
- We cultivate mutually beneficial partnerships to advance the role of the arts within our community.
- We seek to be inclusive of diverse communities, cultures, and ideas.
- We support and bring recognition to artists in our region