



POSITION DESCRIPTION

FINANCE & OPERATIONS TEAM LEADER/ CHIEF FINANCIAL & OPERATING OFFICER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Chief Financial & Operating Officer oversees and coordinates interdepartmental efforts to strengthen Vizcaya's complex financial, administrative and physical infrastructure and plays a central role in fostering an inclusive, positive and productive workplace. The position reports to the Executive Director/CEO and functions as leader of the Finance & Operations Team, managing five department directors: Director of Finance, Director of Human Resources, Senior Director of Facilities, Chief of Safety & Security, and Director of Technology & Digital Initiatives.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Oversee and coordinate interdepartmental effort to strengthen the financial, administrative and physical infrastructure that supports Vizcaya's current operations; lead development of a phased and actionable budget and capital plan for the revitalization of the Vizcaya Village.
- Refine processes for developing and tracking Vizcaya's operating and capital budgets in close collaboration with the Director of Finance, ensuring compliance with funder requirements.
- Ensure the integrity, efficiency and effectiveness of financial systems, policies and procedures; oversee auditor selection and monitor completion of annual audit and Form 990.
- Serve as primary staff liaison to the Board's Finance & Investment and Audit committees; partner with the Finance Director to prepare meeting agendas, reports and minutes.
- Partner with the H.R. Director to develop and implement policies that support a positive, equitable and inclusive employee experience; oversee compensation structure and annual compensation review in close collaboration with the Executive Director/CEO and the H.R. Director.
- Support the ongoing planning and implementation of rigorous cyclical maintenance and capital improvement programs throughout Vizcaya's campus, aligning resources and priorities.
- Support security enhancement initiatives and emergency preparedness training and resources.
- Support efforts to develop progressive technology infrastructure and experiences.

- Serve as primary emergency/disaster administrator, coordinating interdepartmental responses.
- Review and revise contract templates and specific contracts (including those for capital projects and facility use); monitor systems for contract development; consult with legal counsel as needed.
- Guide the annual selection of liability, property and employee health and welfare insurance; oversee the Finance & Operation Team's risk management and mitigation activities.
- Coordinate regular institution-wide updates to standard operating procedures.

General Responsibilities of All Team Leaders

- Lead your team to achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan, strengthening baseline activities while looking ahead to the revitalization of the Vizcaya Village and other growth opportunities.
- Review your team's annual and multiyear business plans; actively pursue opportunities for financial stability and growth.
- Proactively promote communication, collaboration and customer service.
- Lead the process to establish, implement and report on strategic plan content for your team.
- Engage in and promote internal committee participation and effective approaches to project management; ensure that committees led by your team are accomplishing strategic outcomes.
- Enhance organizational culture by strengthening recruitment, resolving conflicts, improving performance and morale, and positively impacting the work of your team and others.
- Manage hiring, training, goal setting, performance review, discipline, promotion and payroll for your direct reports; support department directors in performing these tasks for others on the team.
- Support leadership growth by encouraging your team to think creatively, pursue innovative solutions, and interact with the Board, public, media and funders when appropriate.
- Manage your team's annual budget submission; ensure your team understands and complies with Vizcaya's policies and procedures; review your team's work for accuracy and appropriateness.
- Seek and encourage relevant knowledge growth, networking opportunities and, as funding permits, professional development for you and your team.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 15 years of leadership experience as a nonprofit administrator, including at least 10 years of supervisory experience.
- Master's degree in nonprofit management, legal studies, business administration or another relevant field.
- Deep and current knowledge of nonprofit management, including budget development, GAAP standards for recording and reporting on finances, and developing and reviewing contracts.
- Experience in fostering an inclusive, positive and productive workplace.
- Experience in overseeing management of a public-facing facility to high standards.
- Demonstrated teambuilding, communications and project management skills.

- Commitment to collaboration, customer service, strategy and innovation.
- Track record as a detail-oriented and highly accurate administrator.
- English fluency.
- Proficiency with Microsoft Office and financial management systems.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, skills, training and education with a cultural organization, such as a museum, public garden or historic site.
- Spanish language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Compensation is commensurate with experience and credentials, negotiable, and anticipated to be approximately \$175,000.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors and other constituents on and off site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated November 18, 2021