CHIEF FINANCIAL OFFICER

Reporting to the Senior Deputy Director and Chief Operating Officer, the Chief Financial Officer (CFO) is the senior financial position within the institution. S/he is responsible for the long-term financial plan of the Foundation; management of the accounting, budget, compliance, internal audit, and payroll functions; and bank relationships. The CFO is responsible for preparation of all Board materials relating to Finance and providing leadership and materials to three Board subcommittees: Budget and Financial Planning, Investment, and Audit.

Founded in 1937, the Solomon R. Guggenheim Foundation (SGRF) is dedicated to promoting the understanding and appreciation of art, primarily of the modern and contemporary periods, through exhibitions, education programs, research initiatives, and publications. The Guggenheim network that began in the 1970s when the Solomon R. Guggenheim Museum, New York, was joined by the Peggy Guggenheim Collection, Venice, has since expanded to include the Guggenheim Museum Bilbao (opened 1997) and the Guggenheim Abu Dhabi (currently in development). Looking to the future, the Guggenheim Foundation continues to forge international collaborations that take contemporary art, architecture, and design beyond the walls of the museum. More information about the foundation can be found at guggenheim.org.

Supervisory Responsibilities

The CFO manages a staff of ten employees. Direct Reports include the Controller, the Director of Budgeting, and the Finance Administrative Assistant. The Finance Administrative Assistant has dual reporting relationship with the Chief Operating Officer, the Managing Director for Counsel and Administration and the CFO.
Key Responsibilities

- Responsible for defining, implementing and ensuring compliance with appropriate financial controls.

- Oversee all accounting functions.


- On an ongoing basis, review and makes recommendations to improve controls and procedures to achieve maximum efficiency.

- Oversee the annual audit conducted by SRGF’s external auditors.

- Coordinate responses to financial aspects of various federal, state and other audits; assess audit recommendations and ensure the implementation of recommended action steps.

- Work closely with Legal and Institutional Development to ensure donor and grant requirements are met.

- Ensure the integrity and security of the financial system; make sure that the financial system supports the needs of Finance staff and all end users.

- Ensure that the annual compliance calendar is maintained and that SRGF is in compliance with all requirements established by regulatory agencies.

- Provide strategic financial input and leadership in the development of SRGF long-term plans.

- Oversee the preparation of the annual budget and updated financial projections throughout the year.

- On an ongoing basis ensure that the museum is meeting its financial objectives as set forth in the annual budget.
• Work closely with all departments to ensure that they are provided with financial reports that enable them to make sound business decisions.

• Work closely with program departments to help them understand the financial implication of the museum’s programmatic decisions.

• Understand the resources required for SRGF’s operational and capital purposes, both for existing initiatives and new projects and develop strategies to meet goals.

• Identify and implement cost savings initiatives.

• Manage the cash flow needs of the organization.

• Ensure the Implementation of SRGF’s investment strategy in accordance with objectives established by the Investment Committee.

• Oversee the investment advisor’s tracking, monitoring and reporting of SRGF’s investment portfolio, including analyzing investment performance, fees and cash needs. Ensure the implementation of all decisions made by the Investment Committee.

• Develop, foster and maintain client service approach in relationships with both internal and external constituencies.

Qualifications and Requirements

• A minimum of ten to fifteen years of experience in financial and accounting management. CPA and/or an advanced degree would be a plus
• Should have experience in all areas of key responsibilities
• Must possess strong accounting and financial skills and knowledge of systems, together with the interpersonal skills that support the “customer service” approach
• Demonstrated strategic financial and analytical skills coupled with strong business acumen
• A track record of identifying opportunities for improved efficiencies and cost control through the implementation of best practices
• Experience with or exposure to the not-for-profit sector in a similarly significant and complex organization is preferred
• Background with a major accounting firm a plus
• Intelligent, energetic, motivated, and operationally-oriented person who is focused on achieving results on an accurate and timely basis
• Analytical and capable of bringing creative approaches to his/her role and responsibilities
• This person must possess sound problem solving and reasoning skills
• Strong leadership and management skills essential
• Individual must be sensitive to the museum’s culture
• S/he will be expected to build and maintain effective working relationships with diverse constituencies, both internally and externally
• Excellent interpersonal communications and presentation skills. Board, All Staff, rating agency presentations required
• Must be a team player and is mindful of the need to work effectively with all levels of the organization in a collaborative style and with a service-oriented approach
• A high degree of responsiveness
• High degree of integrity
• Is currently a Director of Finance or CFO

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to employment@guggenheim.org. Indicate the job title “Chief Financial Officer” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.