

WING LUKE MUSEUM

Position Announcement

Wing Luke Museum Mission: We connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity.

WLM Vision: At the WLM, we believe in Arts + Culture as Apothecary, defined as a *culturally rooted art and creative expression contributing to comprehensive wellness, from individual to community*. We also trust that an employee's well-being, intersectionality, interculturality, and enoughness are central to the success of their job.

Position Title: Deputy Director for Finance and Operations
Reports to: Executive Director
Rate of Pay: Grade 32; \$109,450 - \$164,310 annually, DOE
A candidate with five years of experience can anticipate \$131,448 annually
Classification: Exempt, Salaried, Full-time
Schedule: Monday – Friday, occasional evenings and weekends
Location: On-site, Five days a week
Benefits: WLM offers a comprehensive package, including health (medical, dental, vision) and life insurance, Long Term Disability, AD&D, 403(b) participation, 12 paid holidays, and PTO (paid vacation and sick leave). Staff enjoy museum membership and discounts at the Marketplace and programs.
Application Details: Preference is given to applications submitted by May 31, 2023

Position Summary:

The Deputy Director for Finance and Operations (DDFO) is responsible for planning, implementing, analyzing, and overseeing the organization's finance, administration, financial business plan, museum experience, grant and sponsorship development and other strategic initiatives. They are also responsible for providing specialized expertise in strategic management and effective financial and investment management of all museum fiscal and administrative needs. Utilizing the distributed leadership approach, this position supervises the Director of Finance and HR, Director of Grants and Sponsorships, Director of Museum Services, and Director of Technology and Infrastructure. This individual leads the Finance and Operations Department.

Serve as a member of the collaborative Executive (Exec) Team, responsible for developing the museum's strategic plan in conjunction with the Board of Trustees (BOT). The Exec Team then implements, monitors and analyzes the organization's strategic plan, determining the organization's protocols, directives, operating structure and other strategic initiatives to advance the museum's mission and values.

Key Responsibilities:

Direct all operational and administrative areas for the museum and its affiliate companies to ensure efficient and effective operations across departments. Oversee finance, payroll, risk management, HR, grants, facilities, IT, safety, and museum services (security, visitor services, marketplace, event usage program, and volunteer program). Facilitate cross-area operations and coordination, including museum-wide events and museum/Chinatown-International District (C-ID) neighborhood events. Directly supervise four directors.

- **FINANCE** Oversee all of the museum's financial planning and operational needs including accounting, budgeting, financial reporting, tax issues, annual audit and planning, and investment management including the museum's investment policy. Determine initial annual operating goals, budget parameters, and budget timelines with the Director of Finance and HR. Present final budget for approval and budget

recommendation to the Executive Director and the BOT Finance Committee. Staff the BOT Finance Committee and work with the members to deepen their financial understanding. Execute the investment program based on the investment policy. Supervise the Director of Finance and HR.

- **RISK MANAGEMENT** Identify, review and oversee all risk management responsibilities, including insurance needs, review of current policies for appropriate staff, and officer coverage.
- **HUMAN RESOURCES** With the Director of Finance and HR, oversee all aspects of Human Resources. Monitor legal matters and consult with counsel or HR third-party vendors as necessary.
- **GRANTS:** Oversee the grant program which is responsible for grant acquisition and the necessary reports required by funders. Work with the Executive Director and the Deputy Executive Director to ensure that the museum is developing the appropriate funder relationships necessary to build support for our programs. Supervise the Director of Grants & Sponsorships.
- **FACILITIES AND IT** Oversee all infrastructure and technology areas of the museum including facilities, building management, computer network, fire systems, phone system, internet connectivity, security system, safety, and PPE. Oversee, monitor, and update the museum's safety protocols with the safety co-leads. Determine and set annual and three-year capital needs with the Director of Technology and Infrastructure. Supervise the Director of Technology and Infrastructure.
- **MUSEUM SERVICES** Oversee the museum's front of house including security, visitor services, marketplace, event usage program and volunteer program. Determine and set annual marketplace and event usage revenue goals with the Director of Museum Services. Ensure focus is on providing the highest level of customer service with professional staff and a consistent excellent experience for all guests. Facilitate strong cross-departmental operations and coordination for museum-wide events. Supervise the Director of Museum Services.
- **PROPERTY ASSOCIATION I** Staff the WLAM Property Associations. Oversee risk management of properties, including building insurance.
- **PROPERTY ASSOCIATION II** Member of the Homestead Home Mixed-Use Opportunity Project Task Force and Project Lead for the development component and ground level community spaces of the Mixed-Use Opportunity project. Oversee all operational needs for the Homestead Home. Represent the museum and participate in C-ID neighborhood conversations as they relate to preserving the integrity of historically significant spaces and responding to displacement and gentrification, as needed.
- Be an enthusiastic WLM ambassador!
- Other duties and special projects as assigned.

Ideal Attributes:

This individual leads with vulnerability and openness and holds financial aptitude, business development expertise and capital investments acumen. The DDFO has a strong understanding of and experience using distributed leadership techniques, is people oriented, has high accountability balanced with a sense of humor. A systems thinker and doer, this individual has a demonstrated commitment to just community development and mitigating disaster gentrification.

Qualifications:

- 10 years of professional experience in finance management, with a minimum of five years in senior financial and operations management experience.
- Non-profit arts and culture experience preferred, including non-profit strategic or business planning or equivalent experience.
- Professional and/or personal experience working with AANHPI communities and/or Seattle's C-ID a plus.
- Experience with Human Resources including the management and professional development of employees.
- Able to work accurately and independently, with a high level of confidentiality when necessary. Capable of managing sensitive matters effectively and with diplomacy.
- Proven analytical, research and project management skills.
- Some experience with facilities and IT oversight preferred.

- High proficiency with a range of computer software and other online, cloud-based project management and collaboration tools, desirable.
- Excellent time management and organizational skills.

To Apply (*no phone calls, please*):

Please e-mail letter of interest and resume to: jobs@wingluke.org Preference given to applications submitted by May 31, 2023.

Museum Overview:

As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the Wing Luke Museum offers an authentic and unique perspective on the American story. Nationally recognized for our work in creating dynamic, community-driven exhibitions and programs, we put our community at the heart of each exhibition we create. The stories you see and hear within our walls are their authentic experiences and perspectives. From the struggles of early Asian pioneers to accomplished works by national Asian American, Native Hawaiian, and Pacific Islander (AANHPI) artists, their contributions give us a look at what it means to be uniquely American. Our 60,000 square foot facilities offer three floors to tell our communities' stories, with contemporary galleries showcasing both temporary and permanent exhibitions as well as preserved historic spaces accessible only through our daily guided tours. Beyond our walls, we tell the story of our neighborhood, Seattle's Chinatown-International District, and activate and steward multiple sites throughout the area. While economically challenged, it is a historically and culturally vibrant area, and we see ourselves as a neighborhood concierge and an economic anchor for the nearby small businesses. From restaurants to statues that you might not otherwise notice, there are layers of history and significance that are waiting to be uncovered. Wing Luke Museum offers guided neighborhood tours and events that will encourage you to discover stories and tastes both on and off the beaten path. For more information, please visit www.wingluke.org.

The Wing Luke Museum is a 501c3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice. BIPOC candidates are encouraged to apply.