



Organization

The mission of Berkshire Museum is to bring people together for experiences that spark creativity and innovative thinking by making inspiring educational connections among art, history, and natural science. With a collection of more than 40,000 objects from virtually every continent, including important works of art, significant historical artifacts, and natural science specimens, Berkshire Museum is unique in its blend of art, science, and historic access to education and culture.

Inspired by the American Museum of Natural History, the Smithsonian, and the Metropolitan Museum of Art, Berkshire Museum was founded by paper manufacturer Zenas Crane to display his collection of objects, scientific specimens, ethnographic materials, and art. Its Italian Renaissance-style building, opened in 1903 as the Museum of Natural History and Art, underwent expansion in both its collection and infrastructure, including the addition of an aquarium, over the course of the twentieth century. Ongoing development continued into the early 2000s. Its most recent phase, supported by the completion of its capital campaign, currently approximately 50% towards its goal in its silent phase, will encompass newly installed first-floor galleries, a gift shop, a visitors' area, and the relocation and renovation of the aquarium. Designing this phase of renovations is the acclaimed architect Yo Hakomori of StudioHAU.

Berkshire Museum's fine art collection represents different genres and styles from the fourteenth to the twenty-first centuries. Historical artifacts and decorative arts from global early civilizations through the twentieth century include a breadth of pieces that represent local and American history, including Nathaniel Hawthorne's writing desk. The museum also hosts a significant natural science specimen collection, including a living collection of fish, reptiles, amphibians, arachnids, and coral in the Aquarium. Its natural history collection also features models of habitats, preserved regional bird specimens, and a rock and mineral collection.

Serving more than 45,000 people each year, Berkshire Museum exhibitions examine the art, science, and history of objects in the collection, highlighting local histories and artists. Berkshire Museum's interdisciplinary approach offering tours, workshops, camps, gallery talks, and music performances, breaks down boundaries and generates ideas, challenges conventional thinking, and sparks innovation.

Open daily and featuring selections from the collection are the Rocks & Minerals Gallery, Aquarium, Berkshire Backyard, Feigenbaum Hall of Innovation, Animals of the World in Miniature dioramas, and Objects and Their Stories. The museum also showcases special exhibitions every year. Berkshire Museum's school programs include in-person and group visits, educator-led programs, and art, STEAM and STEM-curated Mobile Museum Units that provide month-long school residencies serving more than 35 public and private schools in the region.

Partnerships with arts organizations, environmental groups, historic sites, museums, social service agencies, schools, and local government organizations throughout the Berkshires drive economic development, community building, public education, and cultural opportunities. Berkshire Museum hosts affiliate and affinity events, including recent collaborations with Berkshire Art Association, Berkshire Jazz, Berkshire Music School, Shakespeare & Company, Downtown Pittsfield, Inc. and the Osher Lifelong Learning Institute (OLLI) at Berkshire Community College. Berkshire Museum also provides combination ticketing with Hancock Shaker Village and Herman Melville's home, Arrowhead.

Berkshire Museum has a 19-member Board of Trustees led by President Jeffrey Belair. Kimberley Bush Tomio serves as Executive Director overseeing a staff of 24. Direct reports to the Chief Financial Officer include Director of Finance and Human Resources, Guest Services Manager, and Building Manager. For the fiscal year ending December 31, 2023, Berkshire Museum estimates total revenues of approximately \$2.5 million with \$1.2 million in contributed revenue, \$445,000 in program services and earned revenues, and the balance from endowment earnings.

Community

Berkshire County is internationally renowned for its natural beauty, rich history, and picturesque New England towns. Each community has a distinct personality, appealing to year-round residents, second homeowners, and vacationers alike. Tanglewood, Jacob's Pillow, Berkshire Choral Festival, the Mahaiwe Performing Arts Center,

Berkshire Theatre Festival, the Norman Rockwell Museum, Clark Art Institute, Williams College Museum of Art, and MASS MoCA offer world-class experiences. Its award-winning healthcare system and providers are recognized among the nation's best. The Cancer Center at Berkshire Medical Center was recently ranked among the top 10% in the country. The local public school system and the nearby Williams College and Massachusetts College of Liberal Arts offer strong community partnerships. There are also highly rated private college preparatory schools, including Berkshire School and Miss Hall's School. A culinary mecca with some of the best farm-to-table dining in the country, the Berkshires features innovative restaurants, breweries, and wineries that draw sophisticated diners from all over the country. Berkshire County offers a variety of outdoor recreational options, including biking, kayaking, and exceptional skiing. Mount Greylock provides more than 70 miles of designated trails, including an 11.5-mile section of the Appalachian National Scenic Trail.

Pittsfield, Massachusetts is Berkshire County's largest community, with a population of 43,000. Additionally, it serves as the county seat, playing a central administrative role. Pittsfield, with its abundance of open spaces, including dozens of lakes, wildlife sanctuaries, historic sites, and world-class cultural and culinary options, has earned a place among the top twenty most vibrant communities in America. Known as the Upstreet Cultural District, Pittsfield boasts a roster of music, dance, theater, community festivals, and celebrations, including two highly acclaimed professional theaters – the Colonial Theatre, part of Berkshire Theatre Group, and Barrington Stage Company – presenting a wide array of performances. Its vibrant visual arts scene is anchored by the Berkshire Museum and Berkshire Art Association and includes vibrant public art, galleries, artist studios, and monthly First Fridays Artswalk. Cultural festivals throughout the year include Third Thursdays, the WordXWord Festival, Pittsfield City Jazz Festival, 10X10 Upstreet Festival, Downtown Festive Frolic, and more.

Edited from: berkshires.org; berkshireeagle.com; 1Berkshire.com; census.gov; cityofpittsfield.org; lovepittsfield.com;

Position Summary

The Chief Financial Officer (CFO) will provide strategic, financial, and operational leadership across the museum, ensuring proper financial accounting, internal controls, safe and compliant facility operations, and successful customer service in the visitor experience. Reporting to the Executive Director, the CFO will serve as a thought leader and trusted partner and have under their purview the departments of finance, human resources, guest services, gift shop, information technology, physical plant, and operations. As a member of the Senior Leadership team, the CFO will support the Board of Trustees through various committees, including Finance, Investment, and Audit.

The CFO will analyze long-range financials to project impact on future growth related to sales, compensation, and grants. They will establish organizational fiscal restraints while simultaneously supporting a level of risk tolerance to support the mission and vision of the Berkshire Museum. The CFO will seek strategic partnerships in the greater Massachusetts area and beyond to expand activities to build financial resilience for ongoing programs and operations.

Roles and Responsibilities

Financial and Operational Administration

- Facilitate and lead the creation of the annual budget, including departmental, capital projects, and annual building reserve budgets, overseeing monthly fiscal close and reporting process, restricted fund balances and releases, and annual audit process.
- Present financial reports and documents regularly to the Board of Trustees in partnership with the Treasurer, and monitor performance against budgets, serving as advisor to the Board.
- Direct business, human resources, administrative, legal, information technology, risk management, and financial affairs of the museum.
- Review and approve all contracts, including all third-party vendor relationships and requests for proposals to confirm favorable terms, reduce risk, and ensure compliance with internal and external policies.
- Draft, execute, and manage vendor and contractor agreements, working with external Intellectual Property counsel as necessary through the Facilities Committee's Vendor Evaluation Survey and Score Card.
- Review and approve facility rental agreements and external partner program event agreements.
- Provide financial guidance and input to support Executive Assistant and Capital Projects Program Manager with operations.

- Orchestrate the development and implementation of a strategic plan in partnership with the Executive Director, Board of Trustees, staff, and community stakeholders to attain the vision to drive significant growth, financial success, and community partnership opportunities.
- Embrace other financial and operational administration responsibilities, as needed.

Human Resources and Information Technology

With the support of the Director of Finance and Human Resources:

- Oversee onboarding and offboarding of employees, the payroll process, personnel matters, the development of personnel policies, the Employee Manual, and the hiring and firing of personnel.
- Guide the performance management program, including the annual review process, professional development program, and employee recognition and rewards.
- Administer employee benefits program and manage annual renewals and employment policy.
- Ensure Berkshire Museum is compliant with all state and federal employment laws and follows industry best practices, working with external employment counsel as necessary.
- Supervise asset management (standards, purchasing, provision, and reclamation) and administration of internal technology, management of outsourced IT vendor and maintenance of software security protocols.
- Embrace other human resources and information technology responsibilities, as needed.

Patron Engagement and Team Management

- Guide front-of-house management to ensure excellent customer service and safety of staff and museum patrons.
- Direct creation and management of Gift Shop budget and approve sales strategies and operational logistics.
- Investigate and review shop profitability and retail policies in collaboration with the Director of Guest Services and the Gift Shop Manager.
- Embrace other patron engagement and team management responsibilities, as needed.

Traits and Characteristics

The CFO will be a strategic, collaborative, and forward-looking leader. As an agent of change, they will be focused on both short- and long-term organizational goals in how they approach challenges and problems. With attention to detail, the CFO will have the capacity to evaluate complex information, make sound and ethical decisions, and communicate those clearly and transparently with the team. A highly organized problem-solver, the CFO will have strong analytical skills and the capacity to maintain and create systems and procedures.

Other key competencies include:

- **Self-Starting and Problem Solving** – The ability to take the initiative to launch assignments, identifying potential obstacles while analyzing, diagnosing, defining, and developing solutions that involve a variety of methods, constituents, and stakeholders.
- **Time and Priority Management** – The capacity to prioritize and complete tasks with competing priorities, and to oversee all resources and people to achieve desired results within allotted time frames.
- **Project Management, Planning, and Organizing** – The acuity to identify and oversee all processes, resources, tasks, systems, and people to establish courses of action to ensure that work is completed effectively.
- **Goal Orientation and Personal Accountability** – The integrity to set and prioritize relevant, realistic, and attainable goals and objectives; to anticipate effects, outcomes, and risks while being answerable for personal actions.

Qualifications

A minimum of ten years of senior experience in the finance field, ideally with human resources and operations expertise, is required. A bachelor's degree in finance, business, administration, or related field is required. Deep knowledge in the nonprofit sector is preferred, whether in an employment role or serving on a board. An MBA or CPA is highly desirable. Demonstrated experience and understanding of Diversity, Equity, Inclusion, Access, and

Belonging (DEIAB) is crucial to the team and culture at the Berkshire Museum. While a background in museums and cultural institutions is desirable, it is not required.

Compensation and Benefits

Berkshire Museum offers competitive compensation with an anticipated annual salary range estimated between \$125,000 to \$140,000. An exceptional benefits package includes paid vacation based on years of employment, a 403(b) retirement program with company match, parental leave benefit, and a professional development program. This position requires a full-time location in the Berkshires for the CFO to become fully immersed in the mission and overall objective of the museum and the dynamic community it serves.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, including the anticipated salary range, please contact:

Adam Davis, Senior Vice President



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Email BerkshireCFO@ArtsConsulting.com

The Berkshire Museum is committed to cultivating an inclusive, equitable, accessible, and welcoming environment for all employees, volunteers, and guests. We encourage any individual interested in working with the museum to apply.

The Berkshire Museum is committed to taking action and making changes that will bring racial equity to our workplace, our leadership, our programs, and our collections. We stand against all forms of hate, and racism and stand with our BIPOC communities in and around Berkshire Country impacted by racial oppression. We acknowledge that the Berkshire Museum, like museums in general, has been a part of a history of structurally racist systems and systemic inequality. We commit to challenging and dismantling systems of oppression that harm BIPOC communities. The Berkshire Museum stands committed to being a meaningful ally to fight against racism in all its forms in a society where racism is embedded and reinforced throughout our media, culture, social systems, and institutions.