

Business Manager

Destroyer Escort Historical Museum -- USS SLATER

As part of the Destroyer Escort Historical Museum's succession plan, the Museum is seeking a potential, future Business Manager. The Museum is prepared to hire, provisionally, the appropriate candidate to train with the current Business Manager for six months to one year before succeeding in the post. The trainee is a full-time hire with benefits.

The Business Manager is accountable for all business operations of the Museum, including accounting, budgeting, finance, marketing, public relations, human resources, development, special events, procurement, and daily operations. The Business Manager works with the Executive Director, Board Treasurer and Finance, Audit, and Investment Committees and makes recommendations accordingly.

Duties:

Maintain all financial and accounting records; manage daily cash, A/P and A/R; produce financial statements; oversee annual audit; maintain visitation records; prepare annual budget.

Develop all public relations collateral, including design and production.

Coordinate all advertising, brochure distribution, and promotional mailings; maintain digital and print listings; write and distribute press releases; work with media outlets and independent writers to gain optimal positive exposure for organization.

Maintain personnel and payroll records; process and report bi-weekly payroll hours to third-party administrator; select health insurance policies; oversee 403(b) plan; process new hire and termination paperwork as needed.

Research potential donors and prepare grant applications; supervise grant funds and compile financial information and reports in required format.

Oversee membership program and donor database; edit all print and digital newsletters and posts for clarity; produce annual social events.

Monitor and advise on investment and endowment funds.

Oversee operation of Ship's Store; maintain operating bank; reconcile daily reports and deposits; develop new products.

Maintain stock of restoration, maintenance, and office supplies.

Coordinate travel for staff and volunteers to conferences and MARAD ship disposal events, including logistics for transport of acquired equipment.

Handle postal and shipping operations, incoming and outgoing.

Schedule tours and events; oversee daily tour operations.

Assist as Executive Director's designee when Executive Director is unavailable.

Ensure compliance with regulations, policies, procedures, and reporting requirements of Board of Trustees, State of New York, Federal government agencies, and Financial Accounting Standards Board.

Required Experience:

Bachelor's degree in accounting or business administration or equivalent accounting/business experience required.

Knowledge of nonprofit fund accounting management and business processes required. Experience in the museum field, especially the historic naval ship field, is preferred.

Excellent writing and oral communication skills.

Ability to work independently and be self-motivated but within a team environment.

Proactive planning, organization, and financial skills.

Strong interpersonal skills, including ability to resolve conflict and maturity of judgment.

Desire to improve and develop professionally.

Proficiency with Microsoft Office and QuickBooks software required. Proficiency with PastPerfect software preferred.

Ability to work a flexible schedule including evenings and weekends as job requires.

Ability to provide positive customer service to visitors and volunteers.

Demonstrate a commitment to the mission of the Museum and ability to communicate the mission to others. Strong interest in 20th century history preferred.

Possess a valid driver's license. Notary public certification preferred.

Working Conditions:

The Destroyer Escort Historical Museum is housed within its largest artifact, the USS SLATER, a World War II Destroyer Escort. There is a small, shoreside structure accommodating the Ship's

Store, Briefing Room and administrative office. Currently, there are three full-time staff, the Executive Director, Business Manager, and Interpretations Coordinator, eight seasonal, part-time interns, and a large contingent of maintenance and interpretation volunteers.

The Museum is open to the public April through November, Wednesday through Sunday. Full-time staff work year round. Annual public visitation averages 15,000.

The Museum is a private, non-profit, 501(c)(3) organization and receives no regular Federal, State, or local government funding. USS SLATER is owned by the Museum. The Museum is chartered by the New York State Board of Regents and USS SLATER has been designated a National Historic Landmark.

To Apply:

Send a detailed cover letter outlining how your experience and education fit the criteria listed above. Include your salary requirements, three references and current resume. All information will be held in confidence. No phone calls please. Mail to: Destroyer Escort Historical Museum, Attn: Business Manager Post, P O Box 1926, Albany, NY 12201 or Email: info@ussslater.org

The Destroyer Escort Historical Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics.