



Job Description- Director of Finance and Operations

Reports to CEO

Status: Full-time (37.5 hrs), salaried, benefits eligible

Salary Range \$55,000 - \$68,000/year

Seacoast Science Center

Seacoast Science Center (SSC) is a beloved nonprofit anchor institution for the NH seacoast community – a place to learn and have fun while developing an appreciation for our coastal environment and its inhabitants. At our home in historic Odiorne Point State Park, one of New Hampshire’s ocean-facing treasures, we inspire visitors to discover the wonders of our natural habitats. Families are encouraged to get their feet wet in the tide pools, explore the touch tank full of wondrous creatures from the Gulf of Maine, be awed by the sea life in aquarium exhibits, and develop a deeper appreciation for the preservation and health of our oceans

As the only oceanside science museum in the region, Seacoast Science Center is an integral part of New Hampshire’s cultural economy attracting 90,000 visitors annually, with thousands participating in school-related field trips and summer camp programs. A valued public resource, we encourage social interaction, community collaboration, and the pursuit of shared interests.

Position Summary

SSC is looking to add a **Director of Finance and Operations (DFO)** to its leadership team. The DFO will demonstrate strong leadership skills and the ability to apply sound business practices and strategies to SSC's growing nonprofit organization. Creativity, market awareness, and entrepreneurial thinking are critical for success within SSC’s complex nonprofit operating model. The model is characterized by mission-related earned-income, diverse fundraising activities, business areas related to museum operations including admissions, retail and facility rental, and an extensive network of critical public and private partners. SSC is also poised to launch a transformative capital project that will substantially expand SSC’s facility, capacity, and its community benefit for New Hampshire and beyond. A demonstrated track record of institution level financial management is a core requirement for the DFO.

Qualifications and Skills

The Director of Finance and Operations should possess a thorough understanding of practices, theories, and policies involved in business and finance. Five years of organization-level financial management are required. Direct experience with financial processes, accounting, booking keeping, payroll/benefits is required. Experience in nonprofit accounting and business practices is a plus. The DFO must have a solid grasp of data analysis and performance metrics. The DFO will be required to prioritize and organize multiple simultaneous activities and must be comfortable and highly productive in a digital work environment. They must possess excellent analytical, decision-making, and problem-solving skills, demonstrate a high degree of accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines.



The ability to express oneself in a professional, yet engaging manner, verbally and in writing are critical for success as the DFO. Proficiency with Zoom, Google Docs, Microsoft Word, PowerPoint, Excel, and other virtual meeting platforms is also required.

Responsibilities

Finance

- Budgeting and budget performance tracking
- Report preparation and financial analysis for SSC's Board, Finance Committee, CEO and department leads
- Provide financial oversight for a multiyear, \$10M+ capital project with complex mechanisms
- Oversee and ensure the accuracy of internal and external processes for AR & AP
- Provide training, financial context, and support for SSC department leaders so that they are better able to make department level financial decisions
- Account reconciliation review (banks, payroll, 3rd party CC processors, and investments)
- Cash flow management
- Liaison to SSC's outsourced accounting, consultants, and auditors
- Represent SSC in its annual financial audit, coordinating with CPA's for the preparation of audited financial statements, required state and federal filings, and tax preparation
- Maintain SSC's Financial Policy Manual

Operations

- Ensure that business plans are consistent with the objectives of SSC's strategic plan
- Analyze internal business operations and implement measures for process enhancement
- Reviews all contracts and business relationships
- With SSC leadership, assess and maintain SSC's insurance program in light of the organization's profile of operating liabilities and institutional risk tolerance
- Coordination of performance tracking, report generation, and compliance for grants and contracts.
- Manages, through outsourced contractors, SSC's IT needs including hardware, network, data services, and PCI compliance
- With SSC leadership, drafts the SSC's Annual Operating Plan for NH Division of Parks & Recreation.
- Maintain SSC's Comprehensive Operations Manual.

To Apply

Please send cover letter and resume to careers@sscnh.org with **Director of Finance and Operations** in the subject line. As a measure to minimize internal hiring biases, all candidates submitting application materials will be asked to respond in writing to three short questions intended to give them the opportunity to map their skills onto SSC's vision for its DFO. SSC will use these responses as its initial filter for all applicants. Failure to submit a response to the questions will result in a candidate being removed from further consideration.