The Walters Art Museum is seeking an experienced nonprofit finance professional to move into the new position of Revenue & Budget Administrator. The Revenue & Budget Administrator will manage record keeping for the grants program, implement the on-going reconciliation between development and accounting systems, and support the annual budget development and reporting process.

The Organization
Located in Baltimore, Maryland, the Walters Art Museum (the Walters) is internationally renowned for its encyclopedic collection of art. Since opening as a public museum in 1934, the Walters has been an international leader in scholarship, conservation, and education. The Museum brings art and people together for enjoyment, discovery, and learning by creating a place where people of every background can be touched by art, and in so doing strengthens and sustains the community.

A vibrant institution, the Walters is engaged with the local and regional community while committed to global access through the rich resources it makes available on the web. In 2006, the Museum eliminated general admission fees, driving an increase in the number and diversity of visitors. The addition in 2012 of Thursday evening hours continues to create a shift in the profile of the Museum’s visitors, and Thursday nights now account for nearly 10,000 of total visitors. Strategic focus continues to emphasize the expansion of access beyond the Museum walls, and the Walters has been a leader in committing to innovation in technology, investing in infrastructure and staff, digitizing the collection, and creating web resources for teachers, children, and other online users.

The Museum has a world-renowned collection of 33,000 objects, presents major temporary exhibitions each year (many of which travel nationally and internationally), has a world-class conservation studio and program, and is a leader in the field of educational practice. The Walters has a staff of 140 full-time employees, an operating budget of $14 million, and an endowment of nearly $120 million. Annual attendance in FY 2014 totaled 170,000 visitors. Although admission is free for all, the Museum has a core of over 4,000 members. For more information, please visit our website: www.thewalters.org.

The Walters is poised for growth and advancement. In 2013, Julia Marciari-Alexander was selected to serve as the Museum’s fifth Executive Director. She came to the museum from the San Diego Museum of Art and, before that, spent more than 10 years at the Yale Center for British Art. Kathleen Basham joined the staff in 2012 and serves as the Chief Operating Officer. The former Director of Finance retired in 2014 after 10 years of service to the organization, and the Walters anticipates the new Director of Finance will be hired in the early spring, 2015. In support of the organization’s focus on advancing its internal infrastructure and finance systems, the Walters is adding the position of Revenue and Budget Administrator to the finance team.
The Position
The Revenue & Budget Administrator (R&B Administrator) is a new and critical role in a fast-changing organization. Reporting to the Director of Finance, the R&B Administrator will have three primary roles:

- Oversee the financial record keeping for the grants program which consists of federal, state, city, corporation, foundation, and individual grants.
- Work closely with the Museum’s Development Department to implement and manage an on-going reconciliation program between contributed revenue and the financial profit & loss statements.
- Provide on-going support for financial operations in the planning, implementing, and administration of the organization-wide annual budget process as well as monthly monitoring program.

Key Responsibilities
Working with the COO, Director of Finance, and Development staff, the R&B Administrator is responsible for the following:

Grants Finance Coordination
- Working in cooperation with the grant writer, manage invoicing and track the expenses of all museum grants.
- Ensure accurate, timely, and transparent process for grant life cycle from proposal to close:
  - Pre-award management, tracking payments, reviewing and producing relevant reports, monitoring and post-award management
  - Review financials and approve proposed grant budgets
- Support COO and Development Department by providing grant budget guidance and financial review of grant applications.

Tracking and Reporting Contributed Income
- Work closely with the development staff to administer $8.6 million in contributed income to ensure organizational effectiveness and compliance, set relevant policy, and provide technical assistance as required.
- Develop and implement a monthly reconciliation process to ensure a balanced ledger on contributed revenue between Development and Finance Departments. Process should ensure accuracy in accounting and appropriate designation of funds received.
- Work cross-divisional and possess the ability to understand all aspects of the grants program.

Finance Operations Support
- Work cooperatively with the Director of Finance and manage the Museum’s annual A-133 audit.
- Provide a key support to the annual operating and capital budget preparation:
  - Compile departmental requests
  - Prepare comparative analysis between fiscal years
  - Work cross divisionally to accurately maintain project-based budgets (e.g. exhibition budgets)
- Administer monthly credit card reconciliation process and ensure proper allocation of expenses against restricted revenue streams.
- Prepare and provide revenue analysis and statistical reports as needed or required.
- Develop an operating manual in support of this new position’s responsibilities.
The Walters’ finance and accounting staff utilize a variety of tools to support their work. The organization has multiple lines of business, including a museum store, facility rental for functions, exhibits, education programs, outsourced parking lot, three rental properties, and other events. The accounting department currently uses Financial Edge. The Walter’s development staff use Raiser’s Edge, and the organization is looking to strengthen the communication and reconciliation between development and accounting with the addition of the Revenue and Budget Administrator position. The organization completes an A-133 with its annual audit and 990 reporting process.

Qualifications, Requirements, and Skills
Highly qualified candidates will bring the following experience and attributes:

- 5+ years of experience in non-profit grants administration, federal grant (OMB) experience preferred
- Familiarity with GAAP fund accounting for temporarily restricted grants and accounting for endowments is highly desired
- Must have deep financial acumen and a strong track record of success
- Robust collaborative and problem-solving skills working in a best practices environment
- Ability to think and problem-solve creatively
- Strong project management and time management skills; highly organized and detail-oriented
- Ability to set and revise policies and procedures while brokering buy-in from all stakeholders
- Demonstrated capacity to frame complex situations and present options
- Effective oral and written communication skills
- Proficiency in Raiser’s Edge, Financial Edge or related databases is required
- Proficiency in Microsoft Office (all platforms)
- BA/BS degree in finance, accounting or related field

Salary is commensurate with experience. The Walters offers a robust benefits program that includes health insurance (medical, dental, vision, prescription drug plans), a 457b retirement plan with a museum match, flexible spending accounts, paid time off, holidays, participation in the pre-tax MTA commuter program and discounts at the Museum store and café.

Application Process
To apply, email resume, cover letter and salary requirements to: Walters-RevBudAdmin@raffa.com (email applications are required).

All other communications, please contact Karen Schuler (kschuler@raffa.com) or Ginna Goodenow (ggoodenow@raffa.com) at Raffa PC, which is conducting the search on behalf of the Walters Art Museum.

Resume reviews begin immediately.

The Walters Art Museum is an Equal Opportunity and Affirmative Action Employer.