



## POSITION DATA

**JOB TITLE:** Senior Director, Finance and Business Intelligence  
**DEPARTMENT:** Finance  
**REPORTS TO:** Senior Vice President, Finance and Budget  
**CLASSIFICATION:** Exempt  
**DATE:** July 2022

## POSITION OVERVIEW

Reporting to the Senior Vice President, Finance and Budget and serving as an integral member of the senior leadership group, the Senior Director, Finance and Business Intelligence will be responsible for supporting the development and implementation of 9/11 Memorial and Museum's financial management objectives and assisting with the development and execution of the organization's long-term revenue and business plans. This is an outstanding opportunity for an accomplished non-profit financial professional skilled in managing the finances for large scale-multifaceted organizations and has proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization.

## ESSENTIAL FUNCTIONS

### Financial Planning and Analysis

- Forecasts, prepares, and maintains operating budget and capital budget projections and scenario plans.
- Plays a key role in assessing operating plan impacts on the current and projected finances of the organization. Ensures that senior management decisions are backed by robust data analysis. Collaborates with stakeholders across the organization to define and continually verify key assumptions and drivers.
- Formulates detailed analyses that will serve as the foundation for budgeting and strategic planning for future operations, informed by historical results, current conditions, and projected operational changes.
- Advises the SVP for Finance and Budget and other key members of senior management on financial planning, budgeting, grant management and policy matters.
- Supports the communication of accurate financial information in a timely manner and ensures the delivery of financial reports, forecasts, and analyses to aid the organization in decision-making and planning.
- Collaborates with departmental management and finance staff to produce annual departmental budgets, creates tracking mechanisms, and performs revisions, as required.
- Supports the budget reporting functions including the review and analysis of actual vs. budget performance; analyzes variances in actual vs. projected amounts, prepares Board level materials and updates revenue and expense reporting as appropriate.
- Oversees the budgeting system including management of day-to-day operations, system improvements and implementations, documenting processes & procedures, regular staff trainings, and contract management.

- Reviews, analyzes, and makes recommendations on the financial impact of new funding requests, new personnel requests, procurement justifications, contracts, and other financial commitments prior to SVP approval.
- Supports the process to ensure institutional insurance packages are in place and appropriate coverages maintained (general liability, workers' compensation, property, etc.).
- Maintains continuous lines of communication, keeping the SVP informed of all critical issues.
- Performs ad hoc modeling in support of cross-departmental efforts such as scenario planning, labor and fringe analyses, and P&L variance analyses.

### **Business Planning and Analytics**

- Supports the VP for Business Planning and Analytics by assisting with analyzing and documenting business requirements and developing reports by conducting data analysis, validation, and investigation.
- Collaborates with the VP for Business Planning and Analytics to work across the organization to develop revenue budgets. Provides the support and necessary tools to ensure revenue goals are aligned and that business units can meet their objectives.
- Understands current and evolving economic trends and provides analytical support, tools, and key metrics to inform recommendations.
- Works collaboratively with various departments to understand their data and reporting requirements and align on solutions. Provide accurate and actionable insight for key decision-makers throughout the organization.
- Aggregates data from several sources. Clearly and methodically translates business requirements into business insight. Effectively communicates those insights to various audiences and partners with the VP for Business Planning and Analytics to develop and implement recommendations.
- Gathers reporting requirements from stakeholders throughout the organization and uses a collaborative and pragmatic approach to improve and continually refine projections, analyses, and reports, as business requirements evolve.

### **Team Development/Leadership**

- Promotes a culture of high performance and collaboration, emphasizing the importance of DEIA and continuous improvement that values learning and a commitment to quality.
- Assesses needs of staff/departments and provides onboarding and training of systems and tools.

### **REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS**

- Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
- Assist with other special projects and events in support of 9/11 Memorial and Museum, as assigned.

### **QUALIFICATIONS/SKILLS REQUIREMENT**

- Five to seven years of experience in complex budget management, cost control, revenue planning, and grant management. Familiarity with the complexities of a cultural and/or not-for-profit institution preferred.
- Demonstrated expertise in the areas of budgeting and cost control, financial reporting, budget analysis and revenue planning.
- Ability to work in a team and adapt to changing requirements. Must be able to collaborate and build consensus both internally and externally.

- Detail-oriented, organized, self-motivated problem solver with the drive to explore iterative avenues of analysis to support mission focused initiatives.
- Fully grasps programmatic activities and has the ability to convey information to people with varying levels of financial expertise.
- Excellent skills in problem solving, critical analysis, and communication (both oral & written).
- Proven high standards of performance, eager to pursue established goals, and works hard and smart to achieve them.
- Experience working with high data volumes.
- Proficient with financial, budget, and data management systems. Advanced Excel and PowerPoint skills required. Experience with Financial Edge and Vena Solutions preferred.

## **HOW TO APPLY**

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to [911mmfinancejobs@911memorial.org](mailto:911mmfinancejobs@911memorial.org)

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
  - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business ne