



POSITION TITLE: Deputy Director for Operations

REPORTS TO: Executive Director

SUPERVISES: Part-time Bookkeeper, Visitor Services Staff

LEVEL: Full Time, FSLA Exempt

OPPORTUNITY:

The Fairfield Museum and History Center seeks a hands-on Deputy Director for Operations with demonstrated management experience to oversee the Museum's office administration, facilities, finances, human resources, and information technology functions. The Deputy Director for Operations will be a key member of the Fairfield Museum senior management team. The role requires an engaged leader capable of multi-tasking who has a passion for the Museum's mission, strong management experience, and a clear understanding of financial management, administration, and human resources.

ABOUT THE FAIRFIELD MUSEUM:

The Fairfield Museum is a vibrant center of community life that welcomes more than 32,000 annual visitors, a prominent center for the study of arts and humanities, and an award-winning educational center that serves more than 4,000 students. Our mission is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society. To learn more visit www.fairfieldhistory.org.

AREAS OF RESPONSIBILITY:

Office Administration:

- Oversee operational policies, systems, resources, and workflows for effective office administration.
- Supervise and manage workflows for part-time bookkeeper and visitor services staff.
- Organize and maintain central filing system.
- Manage contractors and vendors for office and facilities, including HVAC, alarms, grounds, office supplies, printing, mailing, etc. Monitor and order office supplies.
- Oversee donor CRM database (Neon One): ensure donor information and transactions are properly recorded.
- Support the Board of Directors and Executive Director: manage communications, scheduling, meeting logistics; take minutes at meetings.
- With the Executive Director, develop strategies, policy, and training to mitigate risks.
- Support organizational culture that reflects the Museum's values and invests in staff success.

Finance:

- Oversee weekly bookkeeping and monthly financial reporting using Quickbooks Plus Online in coordination with part-time accountant.
- Proactively identify opportunities to maximize resources and improve operational efficiency.
- With the Executive Director, ensure compliance with federal, state, and local legal reporting requirements.

Information Technology:

- Oversee outsourced IT service provider: coordinate necessary maintenance and upgrades of the Museum's computer and phone systems.
- Identify opportunities for streamlining and improving technology infrastructure.
- Manage accounts for organizational technology services (e.g., Zoom, Google Workspace, Square).
- Monitor and ensure compliance for cybersecurity, data privacy, and PCI credit card processing.
- Liaise with website manager to ensure Museum website is secure and up-to-date.
- Assist with content edits and updates on the Museum's website using Wordpress.

Human Resources:

- Oversee administration of personnel practices, maintain HR records and personnel files, and ensure compliance with relevant labor laws.
- Manage advertising, recruiting, and onboarding processes for new employees.
- Maintain vacation, sick, and personal leave schedules.
- Serve as the point person for staff on HR issues and questions.
- Process bi-weekly payroll.
- With Executive Director, administer Museum benefit providers: 401k, health, dental, life insurance; and negotiate favorable arrangements with benefit providers.
- Work with outside counsel to conduct regular legal reviews of HR documentation to ensure compliance

Other duties as needed and appropriate.

WHAT WE'RE LOOKING FOR IN A CANDIDATE:

The ideal candidate will have a broad skillset and hands-on approach to oversee the Fairfield Museum's finances, HR, IT and operations, helping to set and measure progress against organizational goals, and maximizing the efficient use of available resources.

General Skills and Competencies:

- Bachelor's degree in finance, business, accounting or similar field; advanced degree a plus.
- At least 3 years of relevant experience in operations management. Proven business and financial acumen.
- Proficient in the use of personal computers, office productivity software, and common business computer technologies (e.g., Windows, Word, Excel, printers, copiers, and scanners).
- Significant accounting experience, preferably using QuickBooks Online Plus.
- Significant experience with CRM databases.

- Excellent task and project management skills; ability to prioritize work and keep track of multiple competing demands in a dynamic work environment.
- Experience using AI to support workflows a plus.
- Ability to function with and without close supervision.
- Knowledge of HR practices, including compliance and reporting.
- Discretion and confidentiality with sensitive information.
- Excellent written and verbal communication skills.
- A good-humored, enthusiastic, and team-focused attitude. Experience with customer service a plus.
- Ability to model an excellent work ethic and be able to represent Fairfield Museum and its values, internally and externally.

COMPENSATION AND BENEFITS:

The Deputy Director for Operations is a full-time, senior management position requiring occasional evening and weekend hours. The salary range for this position is \$90,000-\$100,000 per year. Fairfield Museum offers a generous benefits package, including health, dental, life, and disability insurance, and a 401k plan with a 4% employer contribution.

The position will require the employee to lift, bend, stoop, walk, speak, and stand. All Fairfield Museum employees are required to undergo a criminal background check and be eligible to work in the US.

EQUAL OPPORTUNITY EMPLOYER:

Fairfield Museum is committed to building an inclusive culture that reflects the full diversity of the communities we serve. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

TO APPLY:

Please submit a resume and a compelling letter of interest detailing your work experience and how it meets the job requirements for this position. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “Last Name Cover Letter and Resume” to search@fairfieldhs.org. Please title emails as **DEPUTY DIRECTOR in the Subject Line**. Resumes will be accepted until the position is filled.