

Job Announcement
The Corcoran Gallery of Art
Chief Financial and Administrative Officer
(Posted: March 9, 2001)

The Corcoran Gallery of Art in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager to serve as chief financial and administrative officer. This is an exceptional opportunity for an individual to oversee much of the “business side” of an organization that houses both a prestigious museum and a four-year, degree-granting college of art and design, and to participate in key business decisions that will help shape the future of the institution. Specifically, this individual will oversee the departments responsible for financial management, human resources, information technology, museum shop, and café. Applications will be accepted until the job is filled.

The Organization

The Corcoran Gallery of Art is one of the largest and most important cultural institutions in Washington, DC. Its museum of art, located in a well-known Beaux Arts building that was completed in 1897 and is one block from the White House, is the largest private museum in Washington, DC. Its exhibitions include a diverse array of paintings, sculpture, and photography. Recent shows include *Jewels of the Romanov: Treasures of the Russian Imperial Court*; *Rhapsodies in Black: Art of the Harlem Renaissance*; and *Annie Liebovitz: Women*. The college of art and design is the only accredited college of art and design in Washington, DC. Approximately 350 fulltime students are enrolled in its Bachelor of Fine Arts program; about 3,000 students enroll annually in its non-degree, continuing education programs. Classes take place in both the Corcoran Building at 17th Street and New York Avenue as well as a new facility in Georgetown that features state-of-the-art computer graphics laboratories.

Including both the museum and college, the Corcoran has a staff of 185 and an operating budget of \$20 million. Revenue comes from diverse sources, including grants and contributions, admission fees, member dues, tuition, gift shop and restaurant sales, and investment income from an endowment whose current market value is \$30 million.

The Corcoran anticipates major growth over the coming years. With the recent completion of its new facility in Georgetown, the college is enrolling increasing numbers of students in both degree and non-degree programs. More significantly, the main building on 17th Street is about to undergo a major expansion with the construction of a 110,000 square-foot wing that has been designed by world-renowned architect Frank Gehry and is scheduled to open in 2005 or 2006. The Corcoran is in the early phase of a capital campaign to finance the wing; several weeks ago, it announced a \$30 million lead gift from AOL executives Robert Pittman and Barry Schuler and their wives, which coupled with funds already raised, brings the campaign more than half-way toward its goal.

The Corcoran is governed by a 27-person board of directors. Its president and director (CEO) is David C. Levy, who guided the Parsons School of Design in New York City to

national prominence when he served as its Executive Dean and Chief Administrative Officer before joining the Corcoran in 1991.

For more information about the organization, please go to <http://www.Corcoran.org>.

The Position and its Principal Responsibilities

The chief financial and administrative officer, who reports to the CEO, is part of the senior management team and oversees much of the business side of the museum and college—in particular the organization’s financial management, human resources, information technology, museum shop, and café, all of which are directed by talented professionals with strong expertise in their areas of responsibility. The chief financial and administrative officer will have special responsibility to insure that these key functional areas work in a carefully coordinated way, and that they consistently support the organization’s programmatic goals, which are implemented primarily by the curator of the museum and the dean of the college.

Key responsibilities include:

1. Developing creative and effective financial strategies to convert the CEO’s ambitious plans for the organization into reality.
2. Overseeing the development of the annual operating budget so that it reflects current organizational priorities.
3. Working closely with the controller to insure that the board and senior staff are getting financial reports that are accurate, timely, and useful, and that financial controls are adequate and appropriate, especially during the period of building construction when the level of cash receipts and expenditures will be significantly greater than normal.
4. Overseeing, in conjunction with the board’s investment committee and outside investment advisors, the rapidly increasing endowment.
5. Working closely with senior staff who oversee information technology and personnel to insure that these key areas are supporting the diverse programmatic needs of the museum and college.
6. Working closely with the staff who direct the museum shop and the café to insure that these small businesses are profitable and high-quality enterprises.

Desired Skills and Characteristics

The ideal chief financial and administrative officer should be:

1. Adept in analyzing and explaining financial information and other quantitative data.
2. Proficient in financial management in an entrepreneurial nonprofit organization with diverse sources of revenue.
3. Knowledgeable in the key areas to be supervised, including accounting, financial reporting, and investments; information technology; and human resource management.
4. Capable of developing, motivating, and supervising senior staff who have highly specialized knowledge of their areas of responsibility.
5. Instinctively entrepreneurial and able to take advantage of unanticipated opportunities whose financial implications must be assessed quickly.

6. A person with enough maturity, confidence, and presence to be able to work effectively with board members who have sophisticated business and financial backgrounds.
7. Appreciative of the public mission of the Corcoran Gallery of Art.
8. Collegial. The chief financial and administrative officer must have a personality and work style that insures that the internal atmosphere will remain open and collaborative, especially among highly creative senior staff.

Desired Experience

The ideal chief financial and administrative officer will have the following experience:

1. At least 10 years of broad-based senior management experience at an organization with revenues of at least \$15 million.
2. A graduate degree in a management-related field, e.g. MBA, or a CPA license or certificate.
3. Experience with building construction projects, and how such projects affect ongoing operations of an organization.
4. Experience working at a museum or college is desirable, but not required.

Compensation

Salary will be commensurate with experience and qualifications, and competitive with similar positions at other Washington-based nonprofit organizations of comparable size. The Corcoran offers a generous benefits package—and the opportunity to see magnificent art every day.

To Apply

Please **e-mail or mail** a: 1) cover letter, 2) resume, 3) email address, and 4) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
 Slesinger Management Services
 5809 Augusta Lane
 Bethesda, MD 20816
 Tel.: 301-320-0680
 E-mail: LSlesinger@erols.com (attached files in Microsoft Word only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Corcoran Gallery of Art is an Equal Opportunity Employer.