



Job Title: Chief Financial Officer, Full Time

Department: Administration

Reports to: President & CEO

Annual Salary or Hourly Wage: \$160,000 - \$200,000 annually, depending on qualifications and experience.

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

The Chief Financial Officer (CFO) is a strategic leader responsible for the financial integrity, operational excellence, and physical stewardship of the Detroit Historical Society. This executive-level position plays a critical role in ensuring the long-term sustainability and impact of the organization, serving as a trusted advisor to the President & CEO, the Board of Trustees, and internal teams. The CFO works in close partnership with the President & CEO to drive mission-aligned growth, investment planning, and resource deployment.

The ideal candidate brings deep financial expertise, experience in leading organizations through financial inflection points, whether stewarding responsible growth after new funding or designing sustainable operational models in resource-constrained environments, and a collaborative mindset. They are energized by the opportunity to support a mission-driven team and to help shape the future of one of Detroit's most iconic cultural organizations.

This role is pivotal as the Detroit Historical Society stands at a strategic crossroads. Whether managing the responsible growth that comes with new public investment or leading the transformation toward a self-sustaining model in its absence, the CFO will architect the financial roadmap for the Society's future.

Prior nonprofit experience is a plus but not required. We welcome candidates with for-profit backgrounds who bring strong strategic financial leadership skills and are eager to apply them in a mission-driven, community-centered environment.

As a senior leader at the Detroit Historical Society, you'll help shape the legacy and future of one of Detroit's most beloved cultural institutions. You'll work alongside a passionate team dedicated to education, storytelling, and community impact—while ensuring we remain a financially strong and operationally excellent organization.

The hybrid schedule for this position - working on-site as needed and remotely as coordinated – is based on the standard work week: Monday-Friday, with weekend and evening hours regularly required.

Major Responsibilities

Executive & Strategic Partnership

- Serve as a strategic advisor and thought partner to the President & CEO on organization strategy, resourcing, and long-term planning.
- Lead scenario-based financial modeling to inform board and leadership decision-making.

- Collaborate with program and department heads to promote cross-functional financial literacy and accountability.
- Assist in planning for major capital projects, endowment campaigns, or infrastructure upgrades that align with funding trajectory.
- Serve as a key architect of DHS's long-term strategy, aligning financial structures with mission delivery, visitor experience, and civic engagement goals.

Financial Strategy & Leadership

- Oversee all financial operations, including budgeting, forecasting, cash flow management, managing investments, and long-term financial planning and modeling.
- Produce timely, accurate, and insightful financial reports for internal and external stakeholders—including analysis by program, function, and event.
- Lead financial strategy for capital projects and partnerships with the City of Detroit.
- Conduct yearly vendor reviews for strategic pricing opportunities.
- Prepare and adapt financial strategies in preparation for potential funding trajectories:
 - Develop and oversee a long-term investment and spending plan to responsibly grow operations, programming, and infrastructure while ensuring financial stability and mission alignment.
 - Drive the creation of a financially self-sustaining museum model, identifying new revenue opportunities (earned and philanthropic), and streamlining cost structures.
 - Collaborate and partner with operational leaders and department heads to align revenue generating initiatives and cost containment opportunities
- Monitor performance of endowment and investment accounts in partnership with the Investment Committee and external advisors
- Create and execute financial frameworks that support responsible reserves management, contingency planning, and capital improvement funding.
- Supervise team of three: Director of Accounting, AP & AR Accountant and Facilities Manager.

Accounting & Compliance

- Oversee all accounting functions, including, but not limited to: A/P, A/R, and the general ledger.
- Ensure compliance with all regulatory and audit requirements, including the annual audit, 990 filing, sales/use tax, and pension/403(b) plan reporting.
- Review, create, and/or uphold financial policies that address operational and financial activities
- Ensure adherence to nonprofit GAAP, fund accounting, internal controls, and grant compliance.

Operational Oversight

- Direct day-to-day operations, including facilities, IT systems, risk management, and non-health related insurances.
- Ensure operational excellence and safety at the Detroit Historical Museum, Dossin Great Lakes Museum, and Collections Resource Center.
- Supervise vendor contracts, maintenance, security, and major building systems.
- Oversee treasury functions and disaster recovery planning to ensure continuity.

Human Resources & Organizational Collaboration

- Partner with HR to review payroll and benefits administration.
- Partner with senior leaders to develop annual staffing plans and wage/benefit analysis.
- Review HR and employee policies and provide feedback/recommendations on financial related components.

Board & Stakeholder Engagement

- Serve as staff liaison to the Audit & Finance, Facilities & Capital Strategy, and Investment Committees.
- Prepare financial reports and presentations for Board meetings.
- Provide financial coaching to department heads to build organizational capacity.
- Collaborate with department heads to identify revenue generating and cost containment strategies.

Technology & Systems

- Oversee the Society's financial systems and CRM (Altru), including upgrades and data integrity.
- Champion technology solutions and cyber security plans that improve transparency, efficiency, and reporting.
- Ensure contract and vendor agreements support financial efficiency and compliance standards in partnership with legal and operations teams.

Culture Champion/Executive Presence

- Bring a leadership approach grounded in empathy, optimism, and emotional intelligence—someone who leads with kindness, builds trust across teams, and elevates morale while advancing strategic business objectives.
- Cultivate and uphold an environment rooted in respect, collaboration, and inclusivity—demonstrating a leadership style that motivates others, values diverse perspectives, and aligns with our organizational values of authenticity, creativity, professionalism, and inclusivity.

Required Qualifications for Successful Position Performance

- Proven experience in senior financial and operational roles (ideally 15+ years), whether in non-profit or for-profit environments. The candidate must perform in a mission-driven and community-centered environment.
- Strong knowledge of GAAP, audit processes, fund accounting, and compliance requirements.
- Demonstrated success managing teams, building systems, and optimizing operations across multiple facilities.
- Experience working with a Board of Trustees and external partners, including municipal stakeholders.
- Impeccable communication and interpersonal skills, with the ability to translate complex financials into actionable insight.

Preferred Qualifications

- Experience with non-profits, preferred but not required.

Education and Experience

- Bachelor's degree in finance, accounting, or related field required; Advanced Degree preferred; CPA, CMA or MBA preferred.

Compensation & Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental, and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Candidates must have reliable transportation, possess a valid driver's license, and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the **salary range** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroitshistorical.org
No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.