

## Chief Financial Officer

The Linda Hall Library for Science, Engineering & Technology seeks nominees for or confidential expressions of interest in the position of Chief Financial Officer. Reporting to the President, the Chief Financial Officer (CFO) will be responsible for directing the Library's financial and business functions.

A member of the Independent Research Libraries Association (IRLA), Linda Hall's collections include over half a million monograph volumes, more than 48,000 journal titles, conference proceedings, reference works, government publications, and technical reports, as well as 200,000 industrial standards and engineering society conference papers. The Library's history of science collection, containing printed books from the fifteenth century to the present, is particularly strong in cosmology, geology, biology, and mathematics. More than 40,000 titles are currently represented, including a complete set of the *Philosophical Transactions of the Royal Society of London* and important volumes by Copernicus, Galileo, Francis Bacon, Isaac Newton, and Charles Darwin.

The core of the Library's holdings come from a series of major acquisitions, starting with the purchase of the 62,358-item collection of the American Academy of Arts and Sciences in 1946. A second significant acquisition occurred in 1985 when the Franklin Institute of Philadelphia transferred nearly six hundred serial titles to the Linda Hall Library, increasing or completing runs of serials titles, and adding new titles. In 1995, the United Engineering Foundation, the successor organization to the United Engineering Society founded in 1904 with the generous support of Andrew Carnegie, similarly transferred the Engineering Societies Library (ESL). The ESL collection added depth to both the journal and monograph collections, especially with material published before 1950.

This position opening comes at an exciting moment in the Library's evolution. The Board of Trustees has enthusiastically embraced a strategic plan that will build upon the Library's current reputation for excellence. Regarded as a national and international destination for research in the history of science and technology and a leading contributor to the economic development of Kansas City, the Linda Hall Library has helped to bring intellectual and cultural distinction to the community. Going forward, the Library will open itself up to the Greater Metropolitan Kansas City Community as a public venue where issues pertaining to and/or arising from the intersection of science, engineering, and technology with contemporary life will be explored, investigated, examined, and discussed. By creating a space for pre-college students interested in STEM-related subjects to express and explore their interests, will also stimulate future generations to embrace scientific inquiry.

The Linda Hall Library is on solid financial footing, with an endowment of over \$200 million. The facilities are in good repair, growing to their current size upon completion of an expansion in 2006. The buildings now comprise 220,000 square feet of library space and include over thirty-two miles of shelving. The addition also includes a cosmology "mini-theatre" where images and views of the cosmos from the Hubble Space Telescope and NASA science missions are delivered daily.

The Chief Financial Officer will have five direct reports. Among his or her responsibilities, the Chief Financial Officer will be asked to:

- Build, lead, and manage the Library's finance and administrative teams which include
  - Financial accounting functions

- Facilities and Grounds services
- Human Resources functions
- Information Technology services
- Establish and enforce sound business and financial systems policies, procedures and internal controls; ensure the accuracy of accounting and financial procedures in compliance with Generally Accepted Accounting Principles (GAAP) and non-profit best practices.
- Direct the preparation of annual budgets; assists all departments in preparing their departmental budgets and plans, monitor income and expenses throughout the year and recommend modifications as required.
- Manages relationships with financial institutions, investment consultants, auditors, insurance brokers and other consultants. Serve as the primary liaison for the preparation and completion of the pension plan reviews, audits, and other external reviews.
- Evaluate and implement sound risk management and insurance programs, ensure appropriate levels of insurance, monitor claims.
- Function as a primary liaison with corporate legal counsel and the point person for all legal actions and responses, oversee and negotiate contracts.
- The CFO is expected to attend board meetings.

#### Education and Experience

- Bachelor's degree in accounting or finance required; professional designation and/or master's degree preferred.
- Minimum five years' experience as senior financial manager or CFO; experience at a non-profit organization is desirable, but not required.
- Experience managing an annual operating budget of at least \$10 million and managing short-term debt.
- Demonstrated skill in examining and developing, financial, HR, and technology policies and procedures.
- Working knowledge of investment management policies, procedures, and terminology.
- Extensive supervisory experience over a professional staff.
- Strong interpersonal and presentation skills with the ability to present clear and accurate information to diverse constituencies.
- Must be able to communicate effectively in writing.
- The ability to think collaboratively, strategically, and creatively while participating in senior-level decision-making.

To apply, please apply (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to [personnel@lindahall.org](mailto:personnel@lindahall.org).

Linda Hall Library is an "Equal Opportunity Employer M/F/D/V"