



The Fabric Workshop  
and Museum

## Senior Director of Finance and Operations

The Fabric Workshop and Museum | Philadelphia, PA

### About The Fabric Workshop and Museum

The Fabric Workshop and Museum (FWM) is an internationally acclaimed contemporary art museum that stands at the intersection of artistic innovation and creative collaboration. For nearly five decades, we have been devoted to both the creation and presentation of groundbreaking works of art through our unique Artist-in-Residence Program, which provides artists at all stages of their careers the opportunity to experiment with new materials and media, taking their work in fresh and often unexpected directions.

Founded in 1977, FWM presents ambitious exhibitions that convey a compelling story of contemporary art, uniting process with finished works. What began as an invitation for artists to experiment with fabric has evolved into a dynamic platform for creative exploration across sculpture, installation, video, painting, photography, ceramics, and architecture. Our on-site studios provide visitors the rare opportunity to witness artwork from conception to completion, making the creative process as accessible as the final work.

FWM's distinctive permanent collection preserves not only completed works but also material research, samples, prototypes, and documentation of artists making and speaking about their work. This comprehensive archive captures the full arc of artistic production, ensuring that the spirit of investigation and discovery reaches beyond our walls to inspire the broader public, advancing art's role as a catalyst for creativity and social connection.

### The Opportunity

Join FWM as our **Senior Director of Finance and Operations** and become a cornerstone of the institution, driving the operational excellence and financial sustainability that enables our artistic mission to flourish. This is a highly strategic and impactful role for a collaborative leader, analytical thinker, and skilled operations

professional who can ensure the museum's infrastructure supports our vision for innovation and growth.

As a key member of our leadership team, you'll oversee all aspects of our financial planning, operational systems, technology infrastructure, and human resources functions. This position offers the unique opportunity to shape the operational backbone of one of the nation's most vibrant contemporary art institutions while working directly with artists, staff, Board members, community partners, and other collaborators who share our passion for pushing artistic boundaries.

The position reports directly to the Executive Director.

This is an in-person, public facing, full-time position working 40 hours per week (Monday–Friday, 10:00 am–6:00 pm), with occasional evening or weekend events. FWM staff have the option of working remotely on Mondays.

The starting salary range is \$95,000–\$110,000 annually and is commensurate with experience. Benefits package includes medical, vision, and dental, access to retirement savings, vacation time and sick/personal days, paid holidays, access to an employee assistance program, FWM membership, FWM Store employee discount, and American Alliance of Museums membership.

### **Supervisory Responsibilities**

- Oversees external accounting and audit firms
- Staff liaison to Finance Committee of the Board of Directors
- Manages external vendors and consultants

## **What You'll Do**

### **Financial Leadership & Strategic Planning**

- Develop and maintain comprehensive annual operating budgets and multi-year financial strategies that support FWM's mission and long-term sustainability
- Partner with the Executive Director, Board Treasurer, and Finance Committee to track financial performance and guide strategic decision-making
- Supervise external accounting partnerships and coordinate annual audits, tax filings, and compliance requirements
- Collaborate with the Advancement team on grants management, compliance, and proposal development to optimize revenue opportunities

## **Operational Excellence**

- Ensure seamless day-to-day operations across all museum functions while identifying opportunities for process improvements, efficiencies, and technological innovation
- Manage and maintain FWM's offices including office equipment, furnishings, fixtures, and shared supplies
- Update, develop, coordinate, and execute comprehensive policies and procedures that uphold nonprofit integrity and best practices
- Build and maintain strong partnerships with financial institutions, vendors, and service providers. Manage organization subscriptions and contracts.
- Conduct regular risk assessments and implement mitigation strategies to protect FWM's assets and operations

## **Technology & Infrastructure Management**

- Serve as point person for all daily tech needs and troubleshooting. Manage physical and remote work platforms, including on-site computers and workstations and cloud and server-based tools.
- Oversee email and software access for staff and other collaborators
- Oversee IT infrastructure planning, implementation, and security initiatives to protect FWM's physical and digital assets
- Manage relationships with technology consultants and contractors for all systems including surveillance, networks, databases, and communications.
- Evaluate current technology and recommend emerging technologies to improve operational efficiency and the visitor experience
- Lead digital/cyber security initiatives to safeguard sensitive institutional and collection data

## **Risk Management & Legal Oversight**

- Manage a comprehensive insurance portfolio and ensure adequate and cost effective coverage for all museum operations and the art collection
- Oversee contract drafting, negotiation, and execution for all museum agreements and vendor relationships
- Monitor risk exposure, manage claims processes, and serve as primary liaison with insurance brokers and legal counsel

## **Human Resources & Team Development**

- Supervise human resources functions including staff on-boarding and off-boarding, payroll, benefits administration and renewals, compliance with labor laws, and employee handbook management
- Manage payroll, timekeeping, and benefits administration
- Coordinate annual performance review process
- Collaborate with the Executive Director on all labor relations, including union communications and collective bargaining agreements

- Foster an inclusive, people-centered culture that aligns with FWM's mission and values

## **Who You Are**

### **Essential Qualifications**

- Bachelor's degree in business, nonprofit management, or related discipline; MBA, MPA, or CPA preferred
- Minimum of 10 years of progressive leadership experience within museums, nonprofits, or cultural institutions, with at least 5–7 years in senior management roles in operations, finance, and/or administration.
- Proven ability to manage budgets of \$3–5M+ with strong financial acumen in budgeting, forecasting, and revenue operations
- Comprehensive knowledge of nonprofit regulations, compliance requirements, and quality standards
- Exceptional communication, interpersonal, and organizational skills with a collaborative leadership style
- Experience working effectively with boards, executive leadership, and managing external partnerships

### **What Sets You Apart**

- Genuine passion for arts, culture, education, and community impact
- Mission-driven mindset with authentic enthusiasm for FWM's purpose and transformative potential
- Entrepreneurial spirit with experience building and leading dynamic, cross-functional teams
- Strategic thinking combined with hands-on operational excellence
- Proven ability to lead organizational change while maintaining operational stability
- High level of discretion and integrity in handling sensitive and confidential matters
- Enthusiasm for fostering an inclusive workplace culture that reflects our commitment to diverse creative voices

## **Ready to Apply?**

If you feel like you'd be a good fit for this position but are concerned that you might not be 100% aligned with every qualification, we encourage you to apply. Selected candidates rarely meet 100% of all qualifications for a position, and we do not want to miss the opportunity to meet an excellent candidate.

Interested candidates should address a letter of interest, resume and contact information to [opportunities@fabricworkshopandmuseum.org](mailto:opportunities@fabricworkshopandmuseum.org). Kindly include "Application: Senior Director of Finance & Operations" in the subject line of your email. Please submit your materials on or before Wednesday, October 15, 2025 by 11:59 pm EST.

After applications are reviewed, selected applicants will be contacted for interviews.

## **Our Commitment to You**

FWM is committed to the principles of equal employment opportunity and fostering an environment that welcomes and encourages recruiting and retaining qualified candidates from diverse groups. We provide equal opportunity to applicants without regard to race, color, religion, gender identity/expression, sexual orientation, national or ethnic origin, age, disability, or status as a veteran.

Just as we celebrate diverse artistic voices in our galleries, we believe that diverse perspectives in our workplace strengthen our ability to serve our community and fulfill our mission. We actively seek candidates who will contribute to the rich tapestry of experiences, backgrounds, and ideas that make FWM a dynamic place to create, learn, and grow.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

## **Physical Demands and Work Environment**

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds
- Occasionally exposed to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals (as used in the print studio)
- Occasionally exposed to loud noises (example: woodshop machinery)

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**Ready to help shape the future of contemporary art?** We want to hear from you.  
We look forward to your application.

*The Fabric Workshop and Museum is located in Philadelphia, PA.*