The Marietta Museum of Art and Whimsy in Sarasota is hiring a Manager of Administration and Finance Administration. The Museum, founded by Marietta (“Mary”) Lee, opened in October 2010 and now attracts approximately 14,000 visitors per year. The Museum is run by Mary with the help of two full time employees and over 50 part time volunteers. It is open to the public three days a week from October thru May. The Museum’s Mission: to operate an extraordinary art and whimsical museum for the public by collecting, preserving, and exhibiting works of artistic and whimsical importance and to educate our visitors about our culture, history and environment and to inspire, challenge, nurture creative expression and lift our spirits.

Job Description:

- Assist Museum Director and Founder with all aspects of running the Museum
- Recruit, select, supervise, manage and evaluate performance of office staff and volunteers
- Manage insurance policies
- Coordinate schedules and appointments
- Maintain office and building systems and supplies
- Develop fundraising goals and oversee fundraising activities
- Direct Collections Management using “Past Perfect” software
- Prepare and manage budgets
- Manage payroll with “Paychecks Flex-Online”
- Manage “Quick Books for Non Profits” for bill paying and preparing checks weekly
• Manage cash flow

Experience: 3-5 years nonprofit position with experience in administration, accounting and employee supervision. MBA or commensurate experience.

Hours: Full-time year-round position

Salary: Commensurate with experience and education

Please respond to: whimsymuseumjobs@gmail.com. No phone calls.