



connecticut museum of culture and history

Mission: We cultivate deep understanding of the history and culture of Connecticut, and its role in America and the world, through reflection of the past, active engagement with the present, and innovation for the future through our collections, research, educational programs, and exhibitions.

Vision: Working with an inclusive audience to promote historical and cultural perspectives as essential tools to connect with others, shape communities, and make informed decisions.

connecticutmuseum.org

[Instagram](#), [Facebook](#)

Hartford, CT (In-Person Employment Required)

CHIEF FINANCIAL OFFICER

THE OPPORTUNITY



Founded in 1825, the Connecticut Museum of Culture and History has always worked to understand the past and encourage historic inquiry. Through permanent and groundbreaking temporary exhibitions such as *Common Struggle*, *Individual Experience*, *An Exhibition about Mental Health*, the Connecticut Museum has always worked to ensure that Connecticut residents feel connected not only to the history and culture of Connecticut but, through a shared understanding of history, with each other. The public programming of the Connecticut Museum serves school groups, families, teachers, curious life-long learning adults, researchers, and the State of Connecticut. The Connecticut Museum is the only state

historical organization that offers a folklife program. The Cultural Sustainability program ensures the collection is an inclusive and true representation of the diversity of the state. The adoption of the state folklife program in 2015 resulted in bringing more than 60,000 objects, mostly photographic and video content, of the diverse cultural groups that are in Connecticut.

The Connecticut Museum of Culture and History is at an exciting moment in its history. As the organization prepares for its 200th Anniversary in 2025, the Connecticut Museum is committed to a five-year strategic plan to enhance its impact by elevating work with diverse communities across the state to develop engaging programs, events, and exhibitions. The Connecticut Museum is in discussions with the State of Connecticut regarding a potential public-private capital project which is currently in its early stages of conception. In parallel, the Connecticut Museum has completed an institutional rebrand which launched to the public in the second quarter of 2023.

The Connecticut Museum seeks a passionate, strategic, tactical, and agile Chief Financial Officer (CFO) with expertise in finance, accounting, operations, facilities, and information technology. The CFO will lead and oversee business and financial management, including bookkeeping (general ledger, accounts receivable and payable, reconciliations), reporting, payroll, contract administration, banking, and investment portfolio management. The ideal candidate will have a demonstrated track record of fund and endowment accounting.

The successful CFO will lead reporting and accounting for philanthropic and government grants, ensuring the timeliness, accuracy, and integrity of all financial data and reports. S/he will partner with the Connecticut Museum's auditing firm to provide support for the creation of the Form 990, the annual audit process, and other financial reporting for regulatory compliance. The ideal candidate will serve as the staff liaison to the Finance, Investment, and Audit Committees of the Board of Trustees and provide the Board of Trustees with monthly financial statements and reports.

Alongside their financial leadership, the CFO will oversee facilities, operations, and information technology to ensure the Connecticut Museum's continued success. The successful candidate will oversee facilities including the main office building (external landmark status) and exhibition spaces, and oversee planning and implementation for all capital projects. S/he will partner with the Chief Curator of Collections to ensure collections security and safety. The ideal CFO will oversee the information technology program, including maintenance and migrations, while partnering with the Museum's information technology vendor, Innovative Network Solutions, who is responsible for providing technical assistance and support to end users.

The CFO will report to the Executive Director/CEO and lead a team of four full- and part-time professionals in accounting, maintenance, and facilities, which includes the Accounting Manager (full-time), Accounting Assistant (part-time), Building and Grounds Manager (full-time), and Facilities and Security Manager (part-time). The ideal candidate will effectively engage and partner with the Museum's external vendors in information technology, facilities (including landscape, HVAC, and security), investment, and audit.

The Connecticut Museum of Culture and History has retained [Freeman Philanthropic Services, LLC](#) to assist with this crucial recruitment.

ABOUT THE CONNECTICUT MUSEUM OF CULTURE AND HISTORY

In 1825, the Connecticut General Assembly was presented with and approved a petition signed by Connecticut citizens including John Trumbull and others, stating the importance of creating a society for preserving historical materials. The Connecticut Historical Society was created to collect materials related to the history of the United States, and specifically Connecticut. (In June 2023, the organization re-branded to the Connecticut Museum of Culture and History).

In 1843, with an ever-increasing collection of books, pamphlets, and objects, the Connecticut Museum moved from its original 2nd-floor location over a store on Main Street in Hartford, to a room in the newly built Wadsworth Athenaeum. By 1844, the collection had grown to include 6,000 pamphlets, 250 bound volumes of newspapers, manuscripts, coins, portraits, and furniture. Some early objects included a chest owned by William Brewster, a tavern sign from General Israel Putnam's inn, and the bloodstained vest worn by Colonel William Ledyard at the Battle of Groton Heights.

Through the years, the collection continued to grow, necessitating larger facilities. To accommodate the growth, the Connecticut Museum purchased the home of inventor Curtis Veeder at 1 Elizabeth Street in the West End of Hartford. The Museum moved out of the Wadsworth Atheneum to their new location in 1950. Alterations to the building in the 1950s and 1970s included the addition of book stacks, collections storage, auditorium, exhibition galleries, and library reading room.

With more than 4 million items, the Connecticut Museum collection is nationally renowned, especially in the areas of clothing and textiles, furniture, unique hand-written manuscripts and diaries, prints, photographs, tavern signs, early children's books, and tools. Like many long-standing historical and cultural institutions, the Connecticut Museum is addressing the need to ensure the collection is an inclusive and true representation of the diversity of the state. Current collecting initiatives focus on collecting 20th and 21st century history and culture, items that reflect underrepresented communities such as BIPOC individuals and LGBTQ+ community.

The Connecticut Museum's leadership, staff, and volunteers are committed to the following series of core values:

- **Inclusive and Accessible** — The Connecticut Museum strives to be an active and visible part of the community that reflects the composition of the state. The Connecticut Museum is an approachable, respectful, and welcoming place for the exploration and understanding of different cultures that make up our communities. The Connecticut Museum treats everyone with dignity; encourages diversity, curiosity, creativity, and new ideas; and pursues learning for individuals and as an organization.
- **Educational** — The Connecticut Museum shares knowledge through meaningful and relevant scholarship to foster curiosity and illuminate who we are and want to be. It is a place to explore the complexity of history and where communities gather to have tough discussions that can help to heal cultural divides.
- **Authentic** — The Connecticut Museum stewards collections from primary sources. It preserves the legacies and heritage of these sources through the conscious acquisition and presentation of cultural assets.
- **Strong Innovative Workplace** — The Connecticut Museum acts on the highest professional and ethical standards at all times and in all situations; operating with personal and organizational transparency, and reliability; being respectful and candid. The Connecticut Museum engages all; welcomes ideas and viewpoints; and appreciates and acknowledges contributions.
- **Visitor Centered** — The visitor is at the center of the Connecticut Museum and the purpose for

all we do.

CONNECTICUT MUSEUM OF CULTURE AND HISTORY'S EXHIBITIONS

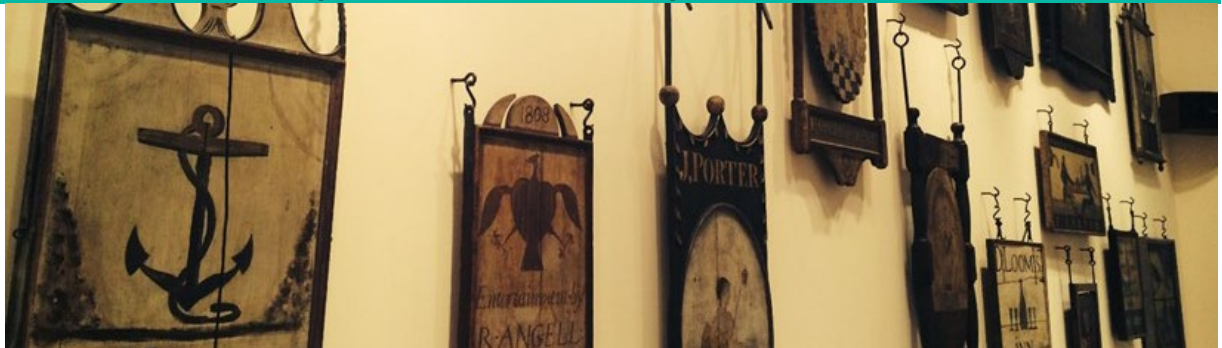
The Connecticut Museum of Culture and History offers two permanent exhibitions and one off-site permanent exhibition, in addition to a variety of temporary exhibitions each year.

MAKING CONNECTICUT (PERMANENT EXHIBITION)



An overview of 400+ years of Connecticut history, filled with more than 500 historic objects, images, and documents from Native Quinnetukut to today. Themes of daily life, clothing, transportation, sports and leisure, work, and social change run throughout the exhibition. Hands-on activities for kids (and adults) include working a World War II assembly line, hand stenciling designs for a 19th-century chair, sewing a Native American moccasin, replacing bobbins in a textile mill, and cooking a meal and setting the table in both a colonial and a 1980s kitchen.

INN & TAVERN SIGNS (PERMANENT EXHIBITION)



Between 1750 and 1850, there were more than 50,000 inn and tavern signs produced by American painters, creating a distinct visual language and offering a glimpse into tavern life, travel, and patriotic ideals in early America. Only a fraction of these signs survive. The Connecticut Museum of Culture and History's collection numbering more than 60 signs is by far the largest and most spectacular in the country.

HISTORY IS ALL AROUND Us, MORTENSEN GALLERY AT CONNECTICUT'S OLD STATE HOUSE

The Connecticut Museum previously held the contract issued by the Office of Legislative Management to manage the operations of the Old State House, (OSH) located in downtown Hartford. During that time, the Connecticut Museum created an interactive, multimedia exhibition about the history of Hartford. That exhibition is still on view. The management of the OSH is now contracted to the Connecticut Democracy Center, an organization the Connecticut Museum views as a partner.



CONNECTICUT'S BOOKSHELF (TEMPORARY EXHIBITION)

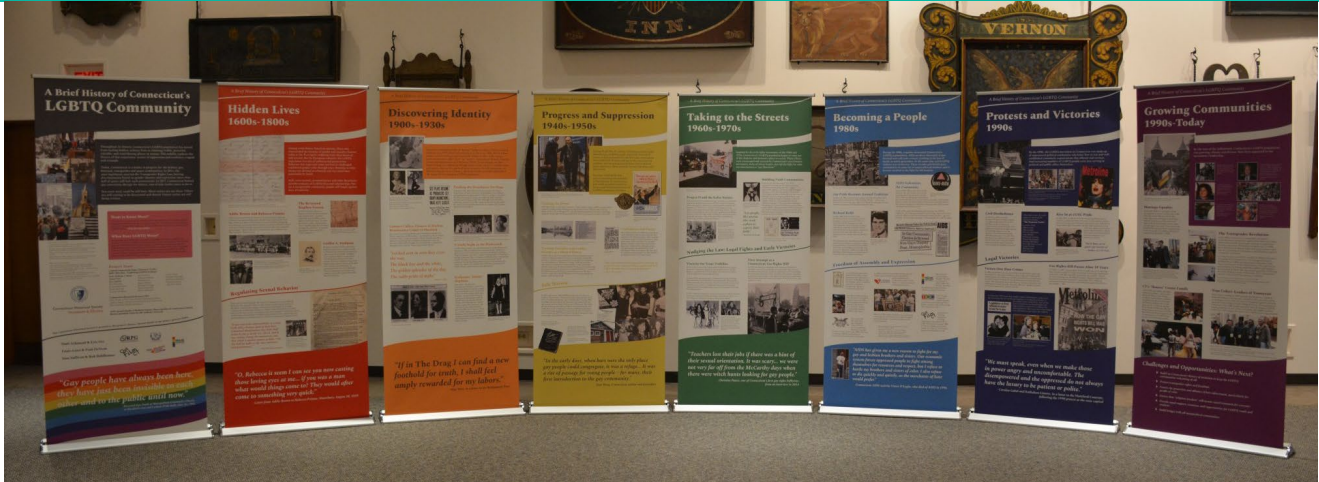
Connecticut is the birthplace of comic books, copyright law, Noah Webster, and the recipe for pumpkin pie. It printed the first fugitive slave narrative, sold millions of dollars of books by subscription, and inspired children's sections in libraries nationwide. From the 1700s to today, Connecticut has been compiling its bookshelf, one sermon, ledger, map, schoolbook, law, psalm, newspaper, and book at a time. Connecticut's Bookshelf explores how these documents were made, shared, and received, and asks guests to consider: What belongs on the shelf? And who gets to decide?



WE'RE GAME! SPORTS AND COMMUNITY (TEMPORARY EXHIBITION)

Connecticut is home to many sports that connect people in communities—and in competition. Although these sports may be less familiar, they have histories of expressing and contributing to our cultural experiences. From A to Z, their stories show the diversity of athletic traditions, abilities, and creativity in the state.

RECENT AWARDS AND ACCOMPLISHMENTS



The Connecticut Museum has received multiple awards and accomplishments for its renowned exhibitions. Recent awards and accomplishments include:

2022

GameChanger award from Connecticut Explored

Recognized for Three Projects/Exhibitions: *Common Struggle, Individual Experience, An Exhibition about Mental Health*; *A Brief History of Connecticut's LGBTQ Community*; *The Work Must Be Done: Women of Color and the Right to Vote*

Leadership in History Award of Merit from the American Association for State and Local History (AASLH)
Exhibition: *Common Struggle, Individual Experience, An Exhibition about Mental Health*

Award of Merit, Connecticut League of History Organizations (CLHO)

Project: *Communities in Action* and *Which Side Are You On?* - two distance learning programs for K-8 students

Award of Merit, Connecticut League of History Organizations

Exhibition: *Common Struggle, Individual Experience, An Exhibition about Mental Health*

2020

Award of Merit, Connecticut League of History Organizations

Project: *The Work Must Be Done: Women of Color and the Right to Vote*

2018

Award of Merit from the Connecticut League of History Organization

Leadership in History Award of Merit from the American Association for State and Local History

Exhibition: *Language, Culture, Communities: 200 Years of Impact by the American School for the Deaf*

The Connecticut Museum's STRATEGIC PLAN FOR 2020 TO 2025

In preparation for the Connecticut Museum's 200th Anniversary in 2025, the organization is committed to a five-year strategic plan to further expand its impact. This strategic plan has five ambitious strategic goals:

1. Infuse the Connecticut Museum values in all the organization’s work;
2. Expand the Connecticut Museum influence across the state through local partnerships;
3. Develop a viable and sustainable plan for the Connecticut Museum’s physical space;
4. Enhance and maintain the Connecticut Museum’s digital presence; and
5. Grow and enhance the Connecticut Museum’s relationships with cultural communities with the aim of supporting cultural sustainability across the state.

STAFF LEADERSHIP



Robert A. Kret, Executive Director/CEO

Robert A. Kret is Executive Director/CEO of the Connecticut Museum of Culture and History. He is the former director of the Georgia O’Keeffe Museum in Santa Fe, New Mexico. Rob took the helm of the Connecticut Museum on May 13, 2019. He thoughtfully guided the organization through the pandemic and succeeded in retaining the staff during that time. He guided the organization through the strategic planning process launched in 2020 and has been a stalwart advocate of the transformation of the Connecticut Museum to a premiere 21st century cultural institution.

As director of the O’Keeffe Museum for nearly a decade, Rob oversaw management of more than 3,000 works of art, 15,000 objects of O’Keeffe’s personal property, a library and archive, two historic properties, and conservation activities. He helped generate tens of millions of dollars in donations and increased annual visitations to more than 175,000 at the galleries in Santa Fe and 25,000 at the O’Keeffe home, studio, and visitor center in Abiquiu, New Mexico.

Rob began his career in museum administration at the Society for the Preservation of New England Antiquities (now Historic New England), Boston, Massachusetts, managing 24 historic properties across five states. He later served as director of the Ella Sharp Museum in Jackson, Michigan, the Leigh Yawkey Woodson Art Museum in Wausau, Wisconsin, and the Miami University Art Museum in Oxford, Ohio. Prior to joining the O’Keeffe Museum, Rob was director of the Hunter Museum of American Art in Chattanooga, Tennessee for a decade, where he was closely involved in the city’s 21st Century Waterfront Plan that included a \$23 million expansion of the Hunter Museum.

Rob is a frequent lecturer and presenter and has served on many cultural and community boards and committees. He earned a Master of Arts degree in History Museum Studies from the Cooperstown Graduate Program of the State University of New York at Oneonta, and a Bachelor of Arts degree in History, with a Political Science minor, from the University of Detroit in Michigan.

BOARD OF TRUSTEES

The Board of Trustees is comprised of dedicated and engaged leaders committed to the Connecticut Museum’s mission, vision, and continued growth. The Board is a diverse group of business, philanthropists, artistic, and community leaders.

To view the complete list of the Board of Trustees, visit <https://chs.org/about/trustees/>.

FINANCIAL OVERVIEW

For fiscal year 2022, the Connecticut Museum has investable assets totaling \$65 million and earns \$2.4 million annually from its endowment and trusts. To view the Museum's Form 990 and audited financial statements, please visit [the Connecticut Museum website](#).

REPORTING AND IMPORTANT RELATIONSHIPS

The CFO will report to the Executive Director/CEO and serve on the Executive Team, which is comprised of the Executive Director/CEO, Chief Advancement Officer, Chief Financial Officer, Deputy Director & Chief Strategy Officer, and Chief Curator of Collections. The successful candidate will also participate in the Connecticut Museum's Management Team, comprised of the Executive Team and director-level professionals. S/he will serve as staff liaison to the Finance, Investment, and Audit Committees of the Board of Trustees.

The CFO will lead a team of four full- and part-time professionals in accounting, maintenance, and facilities, which includes the Accounting Manager (part-time), Accounting Assistant (part-time), Building and Grounds Manager (full-time), and Facilities and Security Manager (part-time).

The ideal candidate will partner with and support the Connecticut Museum's auditor on best practices in accounting, including endowment accounting. The CFO will effectively engage and partner with the Museum's external vendors in information technology, facilities (including landscape, HVAC, and security), investment, and audit. S/he will manage existing vendor relationships while identifying and creating relationships with new vendors as needed.

KEY RESPONSIBILITIES

The CFO will be a seasoned financial leader with the demonstrated track record to lead finance and oversee facilities, operations, and information technology. S/he will have the following responsibilities:

- Develop an in-depth understanding of the vision, program, and strategic priorities for Connecticut Museum and
- Participate actively on the Executive Team and Management Team, contributing to overall organizational initiatives.

Financial Leadership

- Lead and oversee business and financial management, including bookkeeping (general ledger, accounts receivable and payable, reconciliation), mark to market accounting, endowment and grant) accounting, payroll, contract administration, banking, and investment portfolio management;
- Manage partnerships with the Connecticut Museum's investment management vendors;
- Responsible for the accuracy and integrity of all financial data and reporting;
- Balance general ledger by preparing a trial balance and reconciling entries;
- Partner with Chair of the Investment Committee of the Board of Trustees on endowment accounting;

- Oversee accounts payable and receivable process, invoice preparation, review accounts receivable to identify collection issues, and recording of cash receipts and bank deposits;
- Oversee monthly reconciliations of bank, credit card account, and balance sheets;
- Prepare and deliver monthly financial statements and other schedules as requested by the Board of Trustees and organizational leadership;
- Responsible for all retirement plan audits and required reporting;
- Partner with the Connecticut Museum’s auditing firm to provide support for the creation of the Form 990 and other related financial reports to assure regulatory compliance;
- Partner and support the Connecticut Museum’s auditing firm to complete the annual audit process, implementing generally accepted principles and practices for financial statements and annual audited financial statements; and
- Serve as staff liaison to the Finance, Investment, and Audit Committees of the Board of Trustees.

Facilities and Information Technology Leadership

- Oversee and manage the successful operation of the Connecticut Museum’s real estate holdings, including the main office building (external landmark status) and exhibition spaces;
- Oversee planning and implementation for all capital projects for facilities, including hiring and managing architects, engineering, and contractors, and filing required permits;
- Partner with the Chief Curator of Collections to ensure collections security and safety;
- Partner with the Connecticut Museum’s information technology vendor, Innovative Network Solutions, who will support staff and end users by understanding, diagnosing, and resolving issues with information technology (e.g., hardware issues, being locked out of accounts);
- Oversee the Connecticut Museum’s information technology program, including maintenance, user support, server management, and the completion of the cloud migration; and
- Manage and oversee the strategic development of information technology policy, procedures, and practices ensuring effective utilization and updating of technology systems.

IDEAL QUALITIES

The Connecticut Museum seeks an energetic, passionate, and seasoned financial leader. In addition to the demonstrated ability to meet the above responsibilities and competencies, the ideal candidate will possess the following qualities and experience:

- Passion and energy for the Connecticut Museum’s mission and vision, collection, public programs, and exhibitions;
- Emotionally intelligent and mature leader with the stature, energy, and experience to effectively engage and support colleagues, staff, and external partners;

- Exceptional analytical and organizational skills, attention to detail, and ability to manage multiple tasks and meet multiple, recurring deadlines;
- Deep financial knowledge with an understanding of mark to market calculations and estimates, endowment accounting, and grant accounting and reporting;
- Experience in managing change, improving processes, effectively collaborating with peers, and being comfortable with role versatility dependent on context;
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational and project management skills;
- Confidence and flexibility, combined with focused energy, patience, and a healthy sense of perspective;
- Ability to creatively solve problems and design systems and procedures to meet current and long-term needs;
- Strong computer skills with working knowledge of accounting software (AccuFund or similar software), cloud/file management, and IT systems and environment, with comfort working and teaching users about new technologies and systems;
- Public-private partnership experience preferred; and
- Bachelor's degree in Finance, Accounting, Business, or related field required; advanced degree preferred.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience.

The Connecticut Museum is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

The Connecticut Museum of Culture and History has retained Freeman Philanthropic Services, LLC to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via email at ConnecticutMuseumCFO@glfreeman.com.

All applications must include: (1) an up-to-date resume; (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at the Connecticut Museum is the logical and desired next step in their career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.