



NATIONAL MUSEUM OF MATHEMATICS

Mission: “Mathematics illuminates the patterns that abound in our world. The National Museum of Mathematics strives to enhance public understanding and perception of mathematics. Its dynamic exhibits and programs stimulate inquiry, spark curiosity, and reveal the wonders of mathematics. The Museum’s activities lead a broad and diverse audience to understand the evolving, creative, human, and aesthetic nature of mathematics.”

momath.org

New York, NY

In Person Employment

CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER

THE OPPORTUNITY



The National Museum of Mathematics (MoMath) is an award-winning museum that provides insight into the evolving, creative, human, and aesthetic nature of mathematics to a diverse audience of all ages. Its interactive exhibits and stimulating programs encourage inquiry, spark curiosity, and reveal the wonders of math. Opened in 2012, MoMath is the only physical museum of mathematics in the United States and the only hands-on science center in Manhattan, welcoming more than one million visitors to date.

MoMath is at an exciting period of expansion. Currently operating the pop-up experience *MoMath on Fifth*, the organization is in the midst of negotiating the lease for an expanded museum space. MoMath intends for this space to host a larger, more substantial suite of exhibitions that will further advance its vision of changing public perceptions of mathematics and improving and diversifying mathematics education, with an anticipated opening in early 2026.

To achieve MoMath’s vision for growth, the organization seeks a strategic, logical, and agile Chief Financial and Administrative Officer (CFAO). The CFAO will lead business and financial management for MoMath, which has an \$11 million operating cash budget for fiscal year 2025, including bookkeeping, mark-to-market accounting, grant and fund accounting, payroll, contract administration, and banking. The ideal candidate will develop, assess, and actively monitor annual budgets and financial forecasts, ensuring the appropriateness and cost-effectiveness of expenses. In parallel, s/he will develop a five- to eight-year financial forecast to project the long-term profitability of MoMath’s anticipated new space.

The successful CFAO will analyze and evaluate MoMath's events, programs, ticket sales, and business strategies to determine the cost-effectiveness of programs and advise regarding optimal pricing strategies for the Museum and its events. The candidate will accurately account for capital campaign expenses while overseeing regular bookkeeping operations, including accounts payable and receivable, invoices, reconciliation, and recording of cash receipts and bank deposits. The ideal candidate will partner with MoMath's auditing firm to support the creation of the Form 990 and the completion of the annual audit process.

The CFAO will lead MoMath's administration, including overseeing general Museum/office internal logistics, booking of travel, timely handling of customer inquiries and communications, approval of invoices and purchase requests, and emerging and special project administration and support. The successful candidate will be an easygoing, team-oriented, common-sense problem solver with the judgment to assess, make decisions, and resolve complex circumstances, notably in response to customer inquiries.

The CFAO will report to the Executive Director and CEO and serve on MoMath's senior leadership team. The candidate will lead a team of eight full- and part-time professionals in finance and operations with three direct reports, which includes the Accountant (full-time), Senior Accountant (part-time), and Office Manager (full-time). S/he will also be responsible for preparing reports for the Finance Committee of the Board of Trustees.

The CFAO will effectively engage and partner with several of the Museum's external partners including landlords, bankers, auditors, and major customers. S/he will manage existing relationships while identifying and creating relationships with new partners as needed.

The National Museum of Mathematics has retained [Freeman Philanthropic Services, LLC](#) to assist with this crucial recruitment.

ABOUT THE NATIONAL MUSEUM OF MATHEMATICS



The National Museum of Mathematics (MoMath) was founded in response to the closing of a small museum of mathematics on Long Island, the Goudreau Museum. A group of interested parties met in August 2008 to explore the creation of a new museum of mathematics — one that would go well beyond the Goudreau in both its scope and methodology. The group quickly discovered that there was no museum of mathematics in the United States, and yet there was incredible demand for hands-on math programming. After raising \$22 million in four years, MoMath opened the only physical museum of mathematics in North America and Manhattan's only hands-on science center in 2012.

MoMath fills a critical demand around the country and worldwide for hands-on math programming, offering a space where the math-challenged, as well as math enthusiasts of all backgrounds and levels of understanding can enjoy the infinite and beautiful world of mathematics through more than [41 unique, state-of-the-art, interactive exhibits](#).

Since opening in December 2012, MoMath has welcomed over 1.1 million visitors, including over 250,000 students and 8,400 school groups. When mandated by New York City to close in March 2020 because of the

Covid-19 pandemic, MoMath transformed itself into a virtual Museum with an extensive global footprint. Since the public health crisis, MoMath has provided more than 3,200 online programs reaching more than 95,000 participants from all 64 U.S. States and Territories, as well as 120 countries, including Australia, Vietnam, Guatemala, Egypt, Argentina, Indonesia, China, Pakistan, Bhutan, Sweden, Chad, Zambia, and France. Currently, MoMath operates the pop-up experience *MoMath on Fifth* while searching for a permanent, expanded home for its exhibitions and programs.

MoMath's accomplishments to date include: creating the popular Math Midway exhibition, which has delighted millions of visitors at museums throughout the United States and internationally; leading math tours in various U.S. cities; running dozens of Math Encounters and Family Fridays events; delivering a broad array of diverse and engaging programs for students, teachers, and the public to increase appreciation of mathematics; and creating the largest public outdoor demonstration of the Pythagorean Theorem ever.

MoMath has received several awards, including the Communications Award for Public Outreach from the Joint Policy Board for Mathematics and the American Alliance of Museums Media and Technology Professional Network MUSE Award.



STAFF LEADERSHIP



Cindy Lawrence, Executive Director and CEO

Cindy Lawrence, a native New Yorker and lifelong math enthusiast, began her professional career as a CPA, working in both public accounting and the private sector. Her career then segued into education as she became a lead instructor and national editor for an international professional review program, Becker Professional Education, writing and editing curriculum and reaching thousands of students worldwide. Ms. Lawrence also created and continues to direct an extracurricular mathematics program for gifted middle school and high school students, run through a joint venture with Brookhaven National Laboratory.

In 2008, Ms. Lawrence began volunteering with a group that was determined to open North America's only museum of mathematics. She quickly became an active contributor to the project, joining the exhibit design team and eventually becoming the Museum's Chief of Operations. In January 2015, after having been promoted first to Associate Director and then to Co-Executive Director, Ms. Lawrence was named Executive Director and CEO of the National Museum of Mathematics (MoMath).

In her leadership role at MoMath, Ms. Lawrence strives to change public perceptions of mathematics and to improve and diversify mathematics education. She focuses on the creative design process for all exhibits and programs, both onsite and online, as well as overseeing all aspects of Museum operations, including public outreach and engagement.

Under the stewardship of Ms. Lawrence, MoMath, located in New York City, has attracted more than one million onsite visitors and currently engages audiences in all US states and territories and in 125 countries around the world. She is a much sought after speaker regarding informal math education and public math outreach; she serves as a consultant to countries and cities around the world aspiring to create math museums; and she has authored numerous articles about the role of math in building community and encouraging underrepresented groups to engage in mathematics.

The innovative and engaging exhibits and programs developed by Ms. Lawrence and her team have resulted in numerous awards for MoMath, including the Communications Award for Public Outreach from the Joint Policy Board for Mathematics and the American Alliance of Museums Media and Technology Professional Network MUSE Award.

Ms. Lawrence enjoys sharing the wonder and beauty of mathematics with audiences of all ages and backgrounds and demonstrating that math can be interactive, exciting, and fun. She resides on Long Island, New York and is the proud parent of three adult children, all of whom work in STEM-related fields.

BOARD OF TRUSTEES

The Board of Trustees is comprised of dedicated and engaged leaders committed to MoMath's mission, vision, and continued growth. The Board is a diverse group of business, philanthropists, mathematicians, artistic, and community leaders.

To view the complete list of the Board of Trustees, [click here](#).

REPORTING AND IMPORTANT RELATIONSHIPS

The CFAO will report to the Executive Director and CEO and serve on MoMath's senior leadership team. The candidate will lead a team of eight full- and part-time professionals in finance and operations with three direct reports, which includes the Accountant (full-time), Senior Accountant (part-time), and Office Manager (full-time). S/he will also be responsible for preparing reports for the Finance Committee of the Board of Trustees.

The CFAO will effectively engage and partner with several of the Museum's external partners including landlords, bankers, auditors, and major customers. S/he will manage existing relationships while identifying and creating relationships with new partners as needed.

OPPORTUNITIES AND RESPONSIBILITIES



The CFAO will be a seasoned and entrepreneurial leader with the demonstrated track record and ability to lead finance and administration for MoMath. S/he will have the following responsibilities:

Financial Leadership

- Lead and oversee business and financial management, including bookkeeping (general ledger, accounts receivable and payable, reconciliation), mark-to-market accounting, grant and fund accounting, contract administration, and banking;

- Develop, administer, and review MoMath’s annual and ongoing budgets and financial plans across the organizational, department, program, and grant levels;
- Actively monitor and update budgets throughout the year as new programs and funding sources develop, keeping the Executive Director and CEO and leadership team informed about MoMath’s financial status;
- Partner with the development team to actively monitor grant goals and obligations and provide monthly status reports to the Executive Director;
- Ensure accurate accounting for capital campaign expenses;
- Develop and maintain a robust cash forecasting model as part of the budgeting process to meet MoMath’s financial and strategic needs, with a focus on cost effectiveness;
- Partner with the Executive Director and CEO and leadership team on the development of a five- to eight-year financial forecast to project the long-term revenue of MoMath’s anticipated new space;
- Analyze and evaluate MoMath’s events, programs, ticket sales, and business strategies to determine cost-effectiveness and optimal pricing strategies;
- Prepare and deliver monthly financial statements and other schedules as requested by the Board of Trustees and organizational leadership, ensuring the accuracy and integrity of all reports;
- Balance general ledger by preparing a trial balance and reconciling entries;
- Oversee accounts payable and receivable process and invoice preparation; review accounts receivables and oversee the preparation of a monthly aging report to identify and address collection issues; oversee the recording of cash receipts and bank deposits;
- Oversee monthly reconciliations of bank, credit card account, and balance sheets;
- Responsible for all required audits (financial audit, retirement plans, workers’ comp, etc.) and required reporting;
- Partner with MoMath’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 MoMath’s auditing firm to complete the annual audit process, implementing generally accepted principles and practices for financial statements and annual audited financial statements;
- Perform all responsibilities consistent with MoMath’s compliance policies, applicable New York and federal laws and regulations, and generally accepted accounting principles (GAAP); and
- Prepare reports for the Finance Committee of the Board of Trustees.

Administrative Leadership

- Lead administration for emerging and special projects, including audits, contractor management, and capital projects;
- Oversee responses to customer inquiries in accordance with MoMath’s policies with the judgment to understand and make recommendations in complex circumstances;

- Oversee and manage MoMath’s real estate holdings, including lease compliance and exhibition and office spaces;
- Keep abreast of all new accounting pronouncements to ensure timely implementation in accordance with GAAP;
- Train, coach, mentor, and supervise the finance and administration teams through quantitative measurement of results, assessment of efficiency and effectiveness, and replication of demonstrated best practices;
- Ensure overall performance, success, and growth of finance and administration staff, helping them excel in their work and grow professionally; and
- Facilitate the development, maintenance, and monitoring of strategically aligned work plans.

IDEAL QUALITIES AND CHARACTERISTICS

In addition to the demonstrated ability to meet the above responsibilities and competencies, the ideal candidate will possess the following qualities and characteristics:

- Passion, energy, and interest in MoMath’s mission, vision, and exhibitions;
- Deep financial knowledge with an understanding of generally accepted accounting principles in a not-for-profit organization, preferably during a capital campaign;
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational and time management skills;
- Strategic, tactical, and proactive financial leader with the professional flexibility and agility to manage multiple tasks and meet multiple, recurring financial deadlines;
- Demonstrated knowledge of administrative management, including special projects, facilities, and customer inquiries;
- Logical and intuitive thinker with the open-mindedness, stature, and experience to effectively understand and support colleagues, staff, and external partners;
- Common-sense problem solver with the ability to assess and make recommendations in complex circumstances in response to customer inquiries;
- Experience effectively collaborating with peers and being comfortable with role versatility dependent on context;
- Confidence and flexibility, combined with focused energy, patience, and a healthy sense of perspective;
- Strong computer skills with working knowledge of accounting software or ability to learn (MoMath uses FundEZ), with comfort working and teaching users about new technologies and systems;
- CPA license strongly preferred; and
- Bachelor’s degree in finance, accounting, business, or related field required; advanced degree preferred.

DIVERSITY

The National Museum of Mathematics respects, values, and celebrates an equitable, diverse, and inclusive world. MoMath strives to be an anchor in the mathematics community that helps to build awareness and understanding among diverse people, and the Museum is committed to creating an inclusive and welcoming environment for all.

The National Museum of Mathematics stands in solidarity with the Black community and opposes all forms of racism, violence, and discrimination. Through its work, the Museum strives to create a more just, tolerant, and enlightened society.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience. The compensation is \$170,000, with the potential for up to \$180,000 for a candidate who meets all requirements particularly well.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

The National Museum of Mathematics 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 MoMath@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 MoMath 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.

