

## Vice President of Operations

Status: Full-time | Exempt

Location: 929 E. Wisconsin Ave, Milwaukee, WI 53202

Reports to: CEO



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### Our Mission:

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

### Become a Valued Member of the Betty Brinn Children's Museum (BBCM) Team!

We are seeking enthusiastic, positive, and driven team players who are passionate about early childhood education to help us achieve our mission of providing ALL children with high-quality, hands-on, and playful learning experiences. At BBCM, we believe that teamwork thrives through supportive and collaborative discussions. We are committed to investing in our team members' professional growth and celebrating curious minds.

### Our Team Values:

- **Make Memoires:** Deliver unforgettable experiences to families. Create a spark and find the magic, helping each guest write their unique story
- **Raise Your Hand:** Jump in, check-in, be all in. Bring your best and work together. Show the team and your guests that they can depend on you.
- **Be an Explorer:** Be curious and open. Keep your gears moving. Bring childlike energy to navigating challenges and discover new possibilities.
- **Everyone Counts:** Be kind to all. Initiate a positive impact in our community. See the potential in every child and make everyone feel like they are a line leader.
- **Be More Than a Museum:** Be a launchpad for life-long learning. Help families create connections and experience opportunities that lead to brighter futures and a stronger Milwaukee.
- **Feel the Fun:** Radiate joy and delight in our purpose. Embrace the exciting unpredictability of every day.

At the Museum, we are dedicated to providing equal employment opportunities for all employees and job applicants. We prohibit any form of discrimination or harassment based on race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws.

### Position Summary:

The Vice President (VP) of Operations will play a pivotal role in leading and executing the Museum's strategic vision, ensuring operational excellence across multiple functions during a critical phase as the BBCM secures a new home in Milwaukee. We are seeking a visionary leader to join us, driving the strategic direction and operational excellence necessary to deliver impactful experiences for our guests..

In this role, you will be responsible for providing strategic oversight and leadership across the Museum's operational functions, including Human Resources, Finance, Facilities & Maintenance, and Data & IT Management. This role will ensure that all operational areas work seamlessly to support the Museum's mission and long-term sustainability, driving efficiency, innovation, and growth. The VP of Operations is a key member of

the senior leadership team and will partner and collaborate closely with the CEO, Board of Directors, and department heads to optimize processes, manage resources, and support the Museum's growth and sustainability.

## **Responsibilities**

### Strategic Oversight of HR & Finance Teams

- Human Resources:
  - Supervise the HR function to develop and implement policies and procedures that foster a positive, inclusive work environment.
  - Oversee recruitment, training, performance management, and professional development initiatives.
  - Ensure effective management of employee relations, benefits administration, and compliance with employment laws and regulations.
- Finance:
  - Conduct strategic financial analysis and assessments to support decision-making and guide future growth.
  - Lead the Finance team in developing, monitoring, and managing annual budgets and financial forecasts in collaboration with the CEO.
  - Oversee all financial operations of the Museum, including budgeting, forecasting, financial analysis, accounts payable, accounts receivable, payroll, financial grant management, and reporting.
  - Ensure timely and transparent financial reporting to the Board of Directors and executive leadership.
  - Serve as the primary liaison between the museum and the Finance Committee of the Board of Directors for both the organization and the foundation.
  - Ensure compliance with nonprofit financial regulations, audits, and reporting requirements, including proper management of grant funds and donor contributions.

### Facilities & Maintenance

- Oversee the management, maintenance, and safety of the museum's physical infrastructure, including exhibits and storage.
- Coordinate with vendors and contractors for facility improvements, ensuring adherence to safety, accessibility, and regulatory standards.
- Develop and manage capital projects and facility budgets to support both short-term operations and long-term growth.
- Develop standard operating procedures to ensure safety, monitor capacity, and maintain preparedness for museum guests and staff.

### Data & IT Management

- Lead the development and implementation of IT strategies and systems that support operational efficiency and enhance visitor experiences.
- Oversee data management practices, ensuring data accuracy, security, and accessibility across the organization.

- Collaborate with department heads to design and maintain dashboards and data analytics tools for informed decision-making.

#### Operational Strategy & Cross-Departmental Leadership

- Develop and refine operational processes to maximize efficiency, innovation, and collaboration across departments.
- Serve as a strategic advisor to the CEO and executive team, using data-driven insights to inform decision-making.
- Ensure that all operational functions align with the museum's mission, values, and long-term strategic goals.
- Foster a culture of continuous improvement, accountability, and excellence throughout the organization.
- Monitor key performance indicators and metrics to ensure operational efficiency and effectiveness.

#### Qualifications

Ten years of progressive experience in nonprofit operations, with a minimum of three years in a senior leadership role overseeing operational and performance outcomes.

#### Skills and Abilities

- Strong financial acumen and experience managing budgets, financial reporting, and internal controls.
- Demonstrated success in managing cross-functional teams and driving organizational change.
- Excellent communication, strategic thinking, and problem-solving skills.
- Proven ability to develop and implement innovative systems and processes that support organizational growth.
- Proven track record in developing and implementing innovative strategies that drive engagement and growth.
- Strong leadership skills with the ability to inspire and motivate teams toward shared objectives.
- Highly motivated self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks.
- Strong commitment to advancing the Museum's mission

#### **BBCM offers a generous benefits package, including but not limited to the following:**

- Medical Insurance (BBCM pays 80% of the cost)
- Dental Insurance (BBCM pays 80% of the cost)
- Vision, Critical Illness, Accidental Insurance, Supplementary Life, and Accidental Death Dismemberment eligibility
- HSA with employer contributions
- HRA employer-paid plan
- Employer-paid plans for Life and Accidental Death and Dismemberment Insurance &
- Long-Term Disability
- 401k with the Museum contributing 5% at year-end (not matching every pay period)
- 25 days of PTO prorated at hire date

- Separate sick time
- Starting salary begins at \$100,000

All offers of employment are contingent upon clear results of thorough background and reference checks. This position will remain open until filled.

**To apply, please submit your resume and cover letter to [lcable@bbcmkids.org](mailto:lcable@bbcmkids.org).**