# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>DIVERSITY, EQUITY, AND INCLUSION</td>
<td>4</td>
</tr>
<tr>
<td>THE POSITION</td>
<td>5</td>
</tr>
<tr>
<td>OPPORTUNITIES FOR THE NEW DIRECTOR</td>
<td>6</td>
</tr>
<tr>
<td>DESIRED LEADERSHIP STYLE AND ATTRIBUTES FOR THE NEW DIRECTOR</td>
<td>8</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>9</td>
</tr>
</tbody>
</table>
MISSION STATEMENT
To discover, interpret, and disseminate—through scientific research and education—knowledge about human cultures, the natural world, and the universe.

INTRODUCTION
The American Museum of Natural History is one of the world’s preeminent scientific and cultural institutions and is renowned for its exhibitions and scientific collections, which serve as a field guide to the entire planet and present a panorama of the world’s cultures.

Since its founding in 1869, the Museum has advanced its global mission to discover, interpret, and disseminate information about human cultures, the natural world, and the universe through a wide-ranging program of scientific research, education, and exhibition, welcoming roughly five million visitors annually from around the globe, including hundreds of thousands of K-12 students and teachers.

The Museum’s continuum of structured education programs reaches learners of all ages and levels of inquiry, from preschool to graduate school and beyond. In 2006, the Museum established the Richard Gilder Graduate School (RGGS) which has the first Ph.D. degree-granting program for any museum in the western hemisphere. As of 2015, RGGS offers a Doctor of Philosophy (Ph.D.) and Master of Philosophy (M.Phil.) in comparative biology, and a Master of Arts in Teaching degree.

The Museum’s ambitious research agenda is guided by the work of approximately 40 curators (tenured and tenure-track faculty) and scientific staff in anthropology, paleontology, vertebrate and invertebrate zoology. This research in turn informs and fuels Museum exhibitions and public programs, as well as a rich and growing continuum of science education offerings.

The Museum employs approximately 1,000 full-time equivalent staff, including 350 union staff, and benefits from the efforts of some 1,000 volunteers.
In March 2018, the Museum’s Board of Trustees adopted the Diversity and Inclusion Statement below, which was developed through extensive staff discussion and comment as well as through the work of the senior administration.

The adoption of this policy formalizes and underscores diversity and inclusion as fundamental institutional values and provides a foundation for advancing our work across the institution and for our broader community.

While much has been accomplished to date, there is also much to learn and more to do. The work ahead is multi-faceted, challenging, and complex given the multiple and varied ways in which individuals interact with the Museum and with each other. Although our specific goals and strategies will evolve based on lessons learned and on our deepening understanding of best and most promising practices, our broad vision for the institution embraces the following:

- For the Museum to be recognized in New York as a leader in advancing and sustaining a diverse, equitable, and inclusive workplace
- For Museum staff to reflect New York’s broad diversity and for staff to feel respected and valued
- For the Museum’s scientific community—curators, postdoctoral and other research scientists and staff, and graduate school students—to reflect greater representation of individuals from diverse backgrounds, including groups historically underrepresented in the sciences
- For youth in the Museum’s education programs to continue to be representative of New York City’s student population
- For the Museum’s cultural programs and exhibitions to increasingly reflect the perspectives and contributions of and attendance by New York’s many cultural communities, as well as by communities from across the nation and from around the world whose cultural material is included in the collections and on display
- For the Museum to be viewed and experienced as a welcoming environment that enables visitors of all abilities and needs to enjoy its exhibitions and programs

Our work is informed and reinforced by an active process of learning and assessment. Responsibility for driving change lies with senior leadership, with the day-to-day support of the Department of Human Resources and the oversight of the Board of Trustees.
THE POSITION

The inaugural Director of Post Award Grant Administration will be responsible for the day-to-day management of federal and non-federal grant post-award research administration operations. The Director will be responsible for ensuring effective internal controls are in place, building collaborative relationships across the Museum, supporting a culture centered on continuous improvements that reflect best practices and delivering excellent post-award research administration service. The Director, Post Award Grant Administration will manage the Assistant Director, Restricted Funds and the Grants Analyst to ensure that all Finance responsibilities for federal grants are met.

Responsibilities include, but are not limited to:

- Direct post-award operations, including award set up, invoicing and letter of credit draws, accounts receivables and cash application, departmental adjustments/cost transfers, sponsored financial reporting, closeout, and effort reporting.
- Supervise the Assistant Director, Restricted Grants and Grants Analyst. Includes holding multiple checkpoints over the course of the week, advising on matters relating to research administration, and ensuring quality and compliant work.
- Provide regular, reoccurring post-award financial and performance metrics and analyses to the Controller and institutional leadership.
- Manage calculation and negotiation of the indirect cost rate.
- Ensure provision of customer service to principal investigators (PIs), department administrators, and other members of the supported programs community. Serve as a point of contact for escalation of requests from PIs and staff. Work alongside the Assistant Director, Restricted Grants and Grants Analyst to resolve complex issues and provide training opportunities to PIs and administrators.
- Participate in the Museum’s Supported Programs Administration (SPA) leadership group to align objectives and coordinate responsibility across all Museum units supporting research administration.
- Evaluate effectiveness of current federal grant post-award processes, develop policy and procedural changes for deficient functions, and assume primary responsibility for the implementation of changes upon institutional approval. Identify potential audit risks and coordinate with the appropriate Museum personnel to reduce risk.
- Collaborate with the Grants Office (pre-award), and other SPA group members and other key stakeholders and administrators, as needed, to establish guidelines, policies, procedures, and best practices for managing supported programs effectively and in accordance with institutional policy and applicable federal and agency regulations.
- Keep current on applicable federal and agency regulations and regularly communicate about or update others on important changes to others who should also be kept aware.
- Serve as the functional/business owner for IT systems that support the federal grant post-award operations, which may include grants accounting, effort, or other related systems. This may also include co-leading the implementation of new systems, upgrade of existing systems, and understanding system configuration, processes, and workflow.
- Serve as the institution’s Authorized Financial Representative on all federal grant-related matters. Includes submitting draws and invoices, reviewing and submitting financial reports, and serving as the institutions’ point of contact for all external post-award communications.
- Serve as the liaison from the Finance office for all external sponsored programs audits including the Annual Single Audit.
The Museum’s grants and other restricted funds have enjoyed rapid growth. As the result of this vibrancy and an expectation for continued strength, Museum leadership recently engaged a respected consultant to conduct a review to evaluate the resources provided for its post-award research administration operations, as well as for its services to principal investigators, educators, other grant recipients and their respective administrative staff support. Management concluded that additional investments were needed to enhance current support for post-award services; the corresponding responsibilities for analysis, reporting and other critical day-to-day administrative operations; integration and effectiveness of grants administration systems and technology support; and capacity for external compliance, audits and reporting obligations.

Leadership has made resources available for this new Director position and for a doubling of the staff to form a core team that will accommodate prudent alignment of the entire range of responsibilities in the post-award business functions. Leadership continues to have strong interest in supporting the infrastructure that will assure a nimble and effective post-award team and fiscal operations.

Within this context, the new Director will assume a highly visible role. The Director will lead and oversee a critical business function and will be influential in advancing the Museum’s prominence through its research and education missions, thus facilitating the overall success of resource acquisition and management for these core missions.

The successful candidate will, thus, find a variety of well-supported leadership opportunities to be, and become seen as, an agent for change. The new Director will:

- Start with the strong consensus support necessary to move all post-award business functions forward using best practices and lead a reinvention of research administration and services to the Museum community.
- Find recommendations and a general roadmap reflecting best practices, to get off to a successful beginning; the consultant’s findings and conclusions will provide a valuable foundation to gather further knowledge and observations from Museum leadership and key colleagues to develop well-informed goals and priorities.
- Have great flexibility to shape the new Director’s role based on prior experience, expertise and strengths brought to the position and to align those perspectives and abilities to the mission, values, culture, and resource acquisition opportunities of the Museum; the range of responsibilities is broad, with components involving policy, technical regulatory interpretations, effort reporting, dialogue with a variety of professionals starting with principal investigators generating ideas and research, partners in the pre-award grant functions and other stakeholders and participants in the chain of research administration responsibility, and sometimes ending with federal and other granting agencies.
• Determine the optimal allocation of team responsibilities among the Director and the two direct reports, and create an administrative culture of teamwork, mutual respect, and responsiveness to Museum needs, with appropriate cross-training and professional development for team members.

• Have an opportunity to recruit and hire the new Grants Analyst.

• Have freedom and discretion to take steps to assure a nimble post-award operation from top to bottom that is capable of pivoting in real-time to address rapidly changing or other unforeseen daily needs.

• Join a Finance leader and finance colleagues who are accessible to and support each other as part of a distinct culture of service and responsiveness to Museum stakeholders.

• Explore and suggest opportunities for training, information-sharing and other accessible user-friendly resources to improve communications and common understanding of the unique and often misunderstood vocabulary and complex administrative requirements associated with research administration, especially “restricted funds”; and collaborate with partners and stakeholders to develop a plan to respond to the most important questions and needs of all parties.

• Get to know curators, scientists, educators, personally, and the goals that are the basis for the work they do to advance knowledge with the public, visitors and other professional constituencies and audiences; the Director’s frequent interactions with Museum professionals will be within a closely knit, passionate Museum community who share high expectations for themselves and their work.

Along with the above opportunities involving the high-visibility professional role, the new Director will find other attractive and uniquely special aspects of the position. The Director will:

• Find an exceptional work environment just outside the office, that brings the pleasure and excitement of being at the center of important scientific research and education; interesting daily experiences that only a museum environment can provide, such as the preparations for and anticipated opening of exhibits, enthralling lectures on fascinating scientific topics, public programs and participatory events, all showcasing collections-based research and education; and, importantly, proximity to well-respected and distinctive on-site graduate education programs that directly utilize the Museum’s culturally and scientifically important collections; along with daily encounters with the delights, wonders and vibrancy of learning and entertainment experiences that tourists, the visiting public, groups of school children and visiting families find in the spectacular atmosphere of a destination Museum.

• Have a wide array of other nearby opportunities at all hours in Upper West Side, Central Park and Mid-Town New York City.
DESIRED LEADERSHIP STYLE AND ATTRIBUTES FOR THE NEW DIRECTOR

Interested applicants should be known for the following characteristics:

- Effectiveness to lead change using consultative, collaborative and consensus-building methods to develop plans, strategies, and clear communications and training that are essential to successful transitions.
- Leadership ability that can see the big picture and has a passion for the mission.
- Can navigate and make recommendations or decisions comfortably and prudently within a framework grounded in strategic goals, analysis of data and complex regulations, time-sensitive problem solving and effective consultation and coordination with stakeholders, as well as pay attention to and delve into the details that matter, when required.
- Has a passion for excellent customer service in all endeavors and a commitment to exceptional quality; seeks to learn about the needs of customers; and makes sure that mistakes made in delivery of services and support are rectified quickly and the cause of the problem is investigated and used as a shared learning experience to avoid recurrence.
- Must be able to work well with all levels of management, both internally and externally, and should possess sound judgment with an open, flexible and collaborative style of leadership; encourages teamwork and cooperation beyond the immediate team to the broader organization.
- A mindset of transparency and inclusion; aptitude to make everyone feel comfortable to express a view; initiates relationship building and demonstrates interest in seeking advice from others; values opportunities to work closely with and learn from pre-award grant administration colleagues as well as a diverse group of Museum Finance colleagues and administrators in a consultative way that reaches consensus.
- Be able to negotiate issues and resolve problems effectively.
- Know when and how to ask for help, and offer help when others are struggling.

- Be a self-starter and capable of operating with minimal supervision.
- Excellent interpersonal, oral, and written communication skills are essential.

REQUIRED QUALIFICATIONS

- Bachelor’s degree in accounting or business administration with a concentration in accounting.
- Minimum of five years of post-award research administration supervisory experience at an institution or comparable entity with a portfolio of >$5 million in federal funding.
- Experience with invoicing, federal letter of credit draws, and audit resolution.
- Extensive knowledge of Uniform Guidance, cost accounting standards, effort certification, sub-recipient monitoring, and financial status reporting.
- Experience and demonstrated ability to collect and analyze accounting, effort and other data and evaluate information.

PREFERRED QUALIFICATIONS

- Certified Research Administrator (CRA) designation is preferred but not required.
- National Council of University Research Administrators (NCURA) and/or Society or Research Administrators (SRA) engagement preferred but not required.
HOW TO APPLY

This search is being assisted by Academic Search, and all inquiries for confidential conversations should be directed to Senior Consultant Nancy Suttenfield (nancy.suttenfield@academicsearch.org). For best consideration, applications should be submitted by May 13, 2022, but the search will remain open until the position is filled.

A completed application will include the following:

- A cover letter that addresses the required and preferred qualifications listed above and any other relevant and transferable professional experiences, and describes specific examples of and experience with each of the following proficiencies (500-word limit each)
  - Ability to work closely and effectively with a diverse group of stakeholders in a museum, higher education, or similar setting, characterized by strong consensus and relationship building skills
  - Ability to negotiate issues and resolve problems
  - Able to work well with all levels of management, both internally and externally, be flexible in nature, and bring sound judgment with an open and collaborative style of leadership
  - Able to foster teamwork and cooperation beyond the immediate team to the broader organization
  - Bring passion for excellent customer service and commitment to exceptional quality
- A curriculum vita
- Names and contact information for five references including a note indicating the relationship to the applicant (references will not be contacted without your permission).

Application packages should be submitted to: AMNH@academicsearch.org.

NOTE: An official employment application for the American Museum of Natural History will also be required of individuals who are selected as semifinalists.

Upon receipt of your application package Academic Search will request completion of a confidential equal employment opportunity form.

The American Museum of Natural History is an Equal Opportunity/Affirmative Action Employer. The Museum does not discriminate with respect to employment, or admission or access to Museum facilities, programs or activities on the basis of race, creed, color, religion, age, disability, marital status, partnership status, gender, sex, sexual orientation, gender identity, gender expression, genetic information, pregnancy, alienage or citizenship status, current or former participation in the uniformed services, status as a veteran, or national or ethnic origin, or on account of any other basis prohibited by applicable City, State, or Federal law. Additional protections are afforded in employment based on arrest or conviction record, status as a victim of domestic violence, stalking and sex offenses, unemployment status, and credit history, in each case to the extent provided by law. If special accommodations are needed in applying for a position, please call the Office of Human Resources.
ABOUT ACADEMIC SEARCH

Academic Search is assisting the American Museum of Natural History in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.

Committed to IDENTIFYING AND DEVELOPING LEADERS by providing the highest level of EXECUTIVE SEARCH to our higher education partners.