Position Title: Chief Financial & Operating Officer (CFO/COO)
Reports To: Executive Director / Chief Executive Officer
Organization: Historic St. Mary's City Commission (HSMCC)

Job Summary

The Chief Financial & Operating Officer (CFO/COO) reports to the Executive Director (ED), directing financial management, daily administration, facility operations, and strategic infrastructure for Historic St. Mary's City (HSMC). Operating across an 850-acre historic site with over 100 structures and a $6.5 million operating footprint, the CFO/COO provides executive fiscal guidance, technical state budget reporting, procurement oversight, and daily site administration.

Executive Leadership Partnership: The CFO/COO works closely with the ED as part of the leadership team, providing the internal operational foundation and financial support to support operations at HSMC. This includes fiscal modeling, state budget analyst communications, risk management, capital execution, and daily facility operations. The CFO/COO ensures that institutional vision, strategic plan and 400th-anniversary plans are fully supported by sound budgeting and business practices, and ongoing communications with DBM.

Financial Strategy

- Translates institutional strategy into multi-year financial models, leading the preparation, execution, and monitoring of the annual operating budget and capital budget requests for review and approval by the ED and then to the State of Maryland.
- Responsible for maintaining internal accounting controls, GAAP compliance, audit readiness, and risk management policies.
- Serves as the primary financial and technical communications lead between the Commission and State budget analysts, supporting the ED in execution of the HSMC mission.
- Formulates, evaluates, and recommends administrative and financial procedures to the Executive Director for consideration and approval (and HSMCC approval if required).
- Serves as liaison to the HSMCC Finance, Audit, and Investment committees.
- Generates and analyzes financial, operational, and administrative metrics to measure performance, track cash flow, and identify growth opportunities. Minimum of quarterly, and more frequently as required.

Daily Site Operations & Operational Management

- Oversee day-to-day museum operations across the 850-acre property, overseeing facilities maintenance, grounds, security, and visitor services to ensure a high-quality visitor experience.
- Provides biweekly updates to the ED on museum operations.
- Manages administrative, financial, operational, and physical plant personnel (Archaeology, Research, Collections, and Education divisions report directly to the Executive Director).

- Leads state procurement processes, contract administration, and proposal requests (RFPs) for architectural, construction, and professional services.
- Establish emergency preparedness and site safety standards across all historic structures and visitor facilities.

Enterprise Revenue Optimization & Commercial Operations

- Works with the ED to ensure the profitability and enterprise performance of earned-revenue centers, including admissions, the Museum Shop, the Inn at Brome Howard, and site rentals.
- Evaluates museum operational practices to identify and develop new commercial revenue streams to expand non-state financial resources.

Capital Planning & Institutional Partnerships

- Actively tracks and executes capital development projects, ensuring major construction initiatives and infrastructure upgrades are completed on schedule and within budget.
- Works directly with St. Mary's College of Maryland (SMCM) administrative staff to resolve operational, administrative, and shared facility issues.
- Supports community relations, the HSMC Foundation, and regional heritage groups as needed.

Required Qualifications

- *Financial Management:* Proven experience in financial modeling, developing budgets, strong analytical skills, and experience executing complex organizational budgets for an entity of similar scope, staffing, and public fund complexity.
- *Operations & Facilities:* Familiarity with facilities maintenance, site operations, capital project execution, and vendor contract management.
- *Personnel & HR:* Demonstrated knowledge of human resource management and mentoring/retaining high-performing staff teams.
- *Technology:* Proficiency in modern financial management systems, accounting software, and administrative tools.

Highly Desired Attributes

- Deep appreciation for the historical, archaeological, and educational mission of Historic St. Mary's City.
- A minimum of three to five (3-5) years of senior management experience in finance, operations, or administration within a museum, non-profit, higher education institution, or state agency.
- In-depth understanding of State of Maryland budgetary, procurement, and administrative procedures.
- Proven team builder who empowers staff while ensuring full compliance with internal controls and state policies.
- Experience with capital construction projects and long-range facilities planning.
- Willingness to reside in or near St. Mary's City and engage with the local community.

Education and Experience

- Bachelor's degree: Finance, Accounting, Business Administration, or a related field required.
- Master's degree: MBA, MS in Finance is preferred
- An equivalent combination of education, professional credentials, and executive leadership experience that satisfies the prerequisite criteria will be considered.

Compensation: Annual Salary is ($90,000-$120,000)

- *FLSA Status:* Exempt; Permanent; Full-time (40 hrs/wk)
- *Reports to:* Executive Director
- *Environment: On-site* at least four (4) days a week
- *Benefits:* Full Benefits as a State of Maryland employee
    - Privileges at St. Mary's College of Maryland
    - Work with a passionate, welcoming, energetic, and highly collaborative team.
    - Stewardship of world-class archaeological, historical, and living history resources.
    - 40-hour work week with flexibility in scheduling
    - Eligibility for Maryland State Employee benefits (details can be found here).
    - Benefits include a generous leave package, medical, prescription, dental, term life, and flexible spending accounts.
    - Annual leave for 10-25 days, based on seniority, and six personal days per year.
    - The State of Maryland offers 11 paid holidays and 15 days of sick leave per year.
    - Leave policies also adhere to the Family and Medical Leave Act of 1983.
    - Eligibility for participation in a contributory defined benefit pension plan.
    - Eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan.

To apply, please submit a cover letter, resume, and samples deliverables or performance data, and contact information for three references to:

Porzia Purves
Historic St. Mary's City
P.O. Box 39
St. Mary's City, MD 20686

or via e-mail to

porzia.purves@maryland.gov

Review of applications will begin immediately; however, submissions will be accepted until the position is filled. Candidates are encouraged to apply early to ensure full consideration. Official posting closes December 4, 2026.

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