POSITION DESCRIPTION

POSITION TITLE	Chief Financial Officer (Fractional)
REPORTING TO	Chief Operating Officer
ORGANIZATION	Association of Science and Technology Centers www.astc.org
LOCATION	Remote within the United States, with occasional travel*
POSITION TYPE	Part time, approximately 16 hours per week (0.4 FTE)**. ASTC will consider engagement as a part-time employee or through a fractional CFO or financial consulting firm.
COMPENSATION	$80,000–90,000 annual salary for a part-time employee, plus the ASTC benefits for which part-time staff are eligible. Firms may propose an hourly or monthly rate.

The Association of Science and Technology Centers (ASTC) is a 501(c)(3) institutional membership organization that serves a diverse range of science and technology engagement organizations. Founded in 1973, ASTC champions and supports more than 500 science centers, technology museums, natural history museums, children's museums, and other STEM-rich, place-based institutions, such as nature centers, aquariums, planetariums, zoos, and botanical gardens throughout North America and in nearly 50 countries—as well as nearly 200 other organizations that share an interest in science learning and engagement.

The benefits ASTC provides—including fieldwide thought leadership, advocacy, networking, individual professional learning, and specialized resources—serve members working in a wide variety of contexts, all aimed at supporting members in realizing their goals to engage their communities. Our vision is increasing understanding of and engagement with science and technology among all people to enhance lives and livelihoods, strengthen communities, and sustain the planet.

ASTC works to advance this vision and support our members through the implementation of its Strategy to 2030. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is working to achieve three goals:

1. **Connection:** Connect science and technology engagement with the public good
2. **Relevance:** Cultivate a bold vision for the future of science and technology engagement
3. **Sustainability:** Elevate our member organizations and staff

As a part of ASTC's Executive Team, the organization is seeking a part-time (fractional) Chief Financial Officer to create and lead a long-term financial roadmap aligned with the organization's Strategy to 2030, and to provide strategic direction and experienced oversight of ASTC's finance and administration function. Reporting to the Chief Operating Officer, the CFO will direct the financial work of ASTC's full-time Controller and Director of

Administration, who manages the association's day-to-day accounting, grants, compliance, and administrative operations. ASTC is a non-profit membership association with an annual budget of $6M–$8M that receives funding from a variety of sources including its members, philanthropic partners, corporate sponsors, and Federal agencies, and a small staff of 20–25 professionals based in Washington, D.C. and across the United States.

SCOPE AND RESPONSIBILITIES

Working closely with the other members of ASTC's Executive Team—the President and CEO, Chief Operating Officer (COO), and Chief of Strategy—the Chief Financial Officer (CFO) will be responsible for the strategic leadership of the organization's long-term financial sustainability, as well as ensuring—through direction and oversight of the Controller and Director of Administration (abbreviated as "Controller")—that the organization maintains strong fiscal and administrative management to meet its obligations for responsible use of member dues and grant funds.

The CFO will be responsible for four core areas: (1) strategic financial leadership and long-term planning; (2) financial leadership with the Board and Executive Team; (3) oversight of financial controls, compliance, and risk; and (4) direction and development of the finance and administration function. The Controller manages day-to-day operations; the CFO sets direction, reviews and approves key work, and holds the function accountable for results.

Strategic Financial Leadership and Long-Term Planning (35%)

The CFO is the primary member of ASTC's Executive Team leading the organization's long-term financial strategy. To ensure that ASTC has a strong financial strategy, the CFO will:

- Develop and maintain a multi-year financial roadmap aligned with ASTC's Strategy to 2030 that helps the ASTC Board and Executive Team implement the strategy and make critical decisions
- Maintain rolling 1-year and 3-year financial projections aligned with ASTC strategy and anticipated programs and services, as well as projected changes in the organization's operating context, including shifts in Federal funding
- Lead scenario planning and financial analysis for major decisions, including new programs and partnerships, membership dues and pricing models, and investments in staff and systems
- Partner with the CEO to develop a revenue strategy that diversifies and grows ASTC's earned and contributed revenue, and to strengthen fundraising policies, systems, and processes that support long-term growth in fundraising capacity
- Develop ASTC's policies on operating reserves, cash management, and investments with the Executive Team, and recommend them to the Board for approval
- With the COO, set the long-term roadmap for ASTC's financial and administrative systems, including integration priorities, for implementation by the Controller

Board and Executive Financial Leadership (20%)

The CFO will serve as ASTC's senior financial advisor to the Board and Executive Team. Specifically, the CFO will:

- Act as primary staff liaison to the ASTC Finance and Audit Committee of the Board of Directors, including working with the Treasurer and the COO to set meeting agendas, prepare materials, and respond to ad hoc requests from the committee
- Present ASTC's financial position, budget, forecasts, and audit results to the Finance and Audit Committee and Board, translating financial information into clear implications for strategy
- Lead ASTC's annual budgeting process and 6-month budget reforecasts, setting assumptions and priorities with the Executive Team and ensuring that the organization's annual budget remains dynamic and adaptable, with the Controller managing preparation and execution
- Ensure ASTC's leadership team is engaged in a monthly review of financial position and performance against revenue and expense targets
- Advise the Executive Team on the financial implications of strategic, programmatic, and operational decisions

Oversight of Financial Controls, Compliance, and Risk (25%)

The CFO will ensure that ASTC's financial controls, compliance, and risk management meet the standards expected of a 501(c)(3) non-profit organization that receives Federal grant monies, philanthropic grants, corporate foundation grants, corporate sponsorship contributions, and membership dues, among other contributed and earned revenue. Specifically, the CFO will:

- Review the monthly financial statements prepared by the Controller before they reach the rest of the Executive Team and are presented to ASTC's Treasurer, Board Chair, and Finance and Audit Committee
- Oversee all financial controls and, working closely with the COO and Chief of Strategy, lead updates to ASTC's Financial Manual and financial policies to ensure compliance with Federal requirements or other regulations
- Oversee ASTC's annual independent audit as the senior management contact with ASTC's audit firm, including review of audit findings and management responses
- Lead ASTC's Federal indirect cost rate strategy, review the annual indirect cost rate proposal prepared by the Controller, and lead negotiations with ASTC's cognizant agency
- Oversee financial risk management, including banking relationships, insurance coverage, and contractual and funding risks
- Oversee compliance with Federal grant requirements and other funder stipulations, and identify where policies and staff training need to evolve

Direction of the Finance and Administration Function (20%)

The CFO will provide overall scope and direction to the Controller and the finance and administration team. Specifically, the CFO will:

- Direct and evaluate the financial work of the Controller and Director of Administration, in part by: setting annual goals and priorities for finance; delegating responsibility and authority; and identifying relevant professional growth and development opportunities

- With the COO, set the annual calendar and priorities for finance and administration, and hold regular check-ins with the Controller to review progress, resolve issues, and make decisions
- Assess the structure, staffing, vendor mix, and systems of the finance and administration function, and recommend changes to the Executive Team as ASTC's needs evolve
- With the COO, ensure coverage and continuity plans so that critical finance and administration functions continue during staff absences and transitions
- Work closely with the COO and Chief of Strategy on changes to benefits strategy, compensation structure, and other administrative and human resources matters with significant financial implications

Responsibilities Shared by ASTC Executive Team Members

As a member of ASTC's Executive Team, the CFO will:

- Advance ASTC's strategic direction by working as part of ASTC's Executive Team to implement and refine a realistic and forward-thinking plan for ASTC's Strategy to 2030, and working with ASTC staff to help make that strategy a reality
- Contribute to the development and use of efficient processes, effective management practices, and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Attend ASTC Board meetings and selected ASTC events, including the Annual Conference, as needed
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for Chief Financial Officer will be a strategic financial leader with senior-level experience as a CFO or equivalent in nonprofit organizations, including organizations that receive Federal funding. Candidates should have robust knowledge of nonprofit financial strategy and governance and be experienced with the financial controls required for administration of Federal government grants, as well as with planning and managing for a mix of earned and contributed revenue sources. Candidates for this job must be experienced leaders who can direct and develop a Controller and finance team while working part time, and who can communicate financial strategy clearly to a Board and executive team. Direct experience with membership associations is desired but not required. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Senior financial leadership experience (CFO, Vice President of Finance, or equivalent) in nonprofit organizations, including multi-year financial planning and P&L management, particularly in small, high-performing organizations
- Experience working with and presenting to a Board and its finance or audit committee
- Experience with Federal government grant financial management and the Uniform Guidance (2 CFR 200), including negotiating indirect cost rates

- Track record of developing revenue strategies and financial models that support organizational growth and resilience
- Experience supervising and developing controllers or finance managers, and strengthening finance processes and systems, including Sage Intacct or comparable systems
- Experience serving in a fractional, part-time, or consulting financial leadership role (preferred)
- Knowledge of the dynamics of working within a professional membership association, network, society, or similar organization (preferred but not required)

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams
- Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- An ability to think big picture and drill down into details
- Ability to provide clear direction and make timely decisions while working part time, and to focus senior attention where it adds the most value
- Strong written and oral communication skills, including the ability to translate financial information into clear implications for the Board, Executive Team, and staff
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

LOCATION AND SCHEDULE FOR THIS ROLE

*ASTC will consider candidates who work remotely within the United States. The CFO should expect periodic in-person work, including select Board and staff in-person meetings and retreats.

**ASTC anticipates that the first 3-6 months of employment may require 20-24 hours per week (0.5-0.6 FTE) while the CFO comes up to speed, directs the establishment of new processes, and learns the organization.

EQUAL OPPORTUNITY EMPLOYER

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive

consideration for employment without regard to actual or perceived ability, age, color, ethnicity, race, traits historically associated with race, such as natural and protective hair styles and hair texture, family or marital status, sex, gender identity and expression, sexual orientation, pregnancy (including childbirth, lactation, and related medical conditions), language, national origin, political affiliation, religion, socioeconomic status, veteran status, health and disability status, genetic information, personal appearance, family responsibilities, matriculation, arrest record, or any other dimensions of diversity or other characteristic protected by applicable federal, state or local laws.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications, interest in the position, and weekly availability to jobs@astc.org. Candidates applying through a fractional CFO or consulting firm should also include the firm's proposed rate structure. Applications will be reviewed on a rolling basis beginning **on Friday, November 6, 2026, and applications received by Friday, December 4, 2026 will receive priority consideration**. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps. The position will remain open as long as it's posted on the astc.org webpage.

INTERVIEW PROCESS

ASTC's hiring process for this role typically includes 2–3 interviews, including conversations with ASTC's Treasurer or members of the Board's Finance and Audit Committee, and an interactive assignment that allows applicants to demonstrate key skills. Applicants who advance beyond the first round of interviews are eligible to receive a stipend of $200 as recognition of the time and effort it takes to prepare for and attend these later-round interviews, which can often involve reviewing documents and responding to additional requests for information. In order to receive the stipend, applicants will need to provide ASTC with W-9 and ACH information.