



Fund for the Arts

Job Description: Director of Finance

POSITION REPORTS TO: President & CEO; Oversight from Board of Directors

SUPERVISORY REQUIREMENTS: None

WHO WE ARE

At Fund for the Arts, we believe that **art is a right**, not a privilege, because art is a fundamental **expression** of the **human condition**. We envision a healthy and vibrant community where **everyone embraces** the art that exists in our lives every day, where **everyone contributes** to the well-being of our arts community, and it is understood that **everyone belongs**. Our mission is to contribute to the overall health and well-being of our community by **generating resources** for, **investing** in, and **supporting** our local arts, artists, and arts organizations. We do this by raising more than \$8 million annually and facilitating the largest arts grant program in Kentucky, providing over 600 grants annually to organizations, artists, schools, and other partners.

OUR VALUES

Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning

POSITION SUMMARY

Reporting to and partnering with the President & CEO, the **Director of Finance** is responsible for maintaining financial and internal operations data, reports, and systems. The **Director of Finance** will have additional support and oversight from the Board of Directors.

As team member of the Support Team, the **Director of Finance** holds responsibility for the implementation and success of the strategic initiative of Support-Internal Operations. The **Director of Finance** will work cross-functionally with team members in the strategic initiatives of Generate Resources and Community Investment & Support.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Financial and Organization Management:

- Prepare monthly financial reports using Peachtree/Sage Accounting software, Excel, and Raiser's Edge Donor Software systems

- Maintain subledgers including fixed assets, pledges receivable, accounts payable and grants payable
- Manage cash applications including posting deposits, payment of expenditures via check or ACH and monthly bank reconciliations
- Manage pledges receivable including posting payments, mailing donor statements and invoices
- Manage and track all restricted gifts including receipt of payments and distribution/release of expenditures through project completion
- Working closely with President & CEO, prepare the annual budget for internal operations. Create monthly allocations in Peachtree/Sage accounting software to facilitate monthly financial reporting
- Working closely with the President & CEO, manage annual audit
- Assist with preparation of data for the annual filing of Form 990
- Oversight of information systems
- Other duties, as assigned

Human Resources

- Manage employee payroll and benefits including processing and maintaining records and reports using ADP outsourced payroll system

Board Governance

- Present financial information at the Finance & Audit Committee meetings and other committee meetings as deemed necessary
- Prepare financial analysis for committee or Board meetings

Other Strategic Areas

- Support Development Team with pledge management including processing pledges and payments and creation of donor reports
- Support Community Investment & Support team with grant and program expenditure payments and analysis

Qualifications

The **Director of Finance** will be or have:

- A leader with 5+ years of broad finance experience including experience in preparing and evaluating financial information and making actionable recommendations to senior leadership.
- Experience working in finance (accounting, budgeting, control and reporting), HR and IT of a medium to large nonprofit.
- A hands-on manager with a willingness to perform tasks necessary to complete a project(s).
- A nuanced understanding of the arts community that reflects the FFTA values
- Personal qualities of integrity, credibility and commitment to Fund's vision, mission and values
- Commitment to **Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling, and Learning**

REQUIREMENTS

The **Director of Finance** will have the following experience and attributes:

- A bachelor's degree in accounting or equivalent experience; CPA would be a plus
- Evidence of having worked as a true business partner for a chief executive
- If coming from the for-profit world, nonprofit volunteer or board experience would be helpful.
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting
- Skill in examining, developing, reengineering and recommending financial, HR and technology policies and procedures
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment
- Able to step back and review the big picture but also willing to get into the detail and work directly on projects as needed
- Flexible and a self-starter; able to multitask while also being highly detail-oriented

TRAVEL & TIME REQUIREMENTS: This position maintains regular weekly office hours in a hybrid in-office and remote environment from 8:30am-5pm, M-F. The **Director of Finance** is expected to represent the Fund for the Arts externally during some events, please expect some evening and weekend engagements. Local travel required.

BENEFITS AND COMPENSATION: Fulltime position, \$75,000-90,000 (depending upon qualifications and experience). Eligibility, subject to insurance plan provisions, for health, dental, vision, short-term disability, and life insurance coverage. Subject to eligibility requirements, participation in 401(k) plan, with employer match. Vacation and holiday pay.

Fund for the Arts, as an equal opportunity employer, committed to equity and belonging in the workplace, does not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, marital status, veteran status, or any other legally protected class.