

Waterfall Arts POSITION DESCRIPTION (10-15-09)

TITLE: Director of Finance and Operations (DFO)

REPORTS TO: Board of Directors

SUMMARY: Has direct responsibility for the operational and financial matters effecting the organization including, but not limited to, budgets, funding and fund-raising, personnel including volunteers, building use, improvements and maintenance. Directly responsible for maintaining the fiscal and organizational relationship established between the Founders, the Kingdom Falls property in Montville and the Belfast campus.

In coordination with the Program (Creative) Director, provides fiscal control and budget compliance for streams of revenue from creative endeavors: all programs, exhibits, residencies, classes and events. The DFO will work collaboratively with the Program Director, reporting as a team to the Board of Directors.

Is committed to and acts as advocate for the organization's mission, goals and objectives.

Is able to articulate Waterfall Arts mission to all constituencies.

STATUS: Part-time 30 hours. Salaried. (Salary range \$25-30,000)

DUTIES AND RESPONSIBILITIES:

Leadership

- Provides overall leadership in the day-to-day and long-term operational and financial affairs of Waterfall Arts.
- Promotes effective governance by working with Board of Directors; ensures Staff understanding and implementation of Board Policies, communicates Staff experiences and recommendations to Board.
- Works directly with the Board Chair and Executive Committee to carry out mission and goals of the Long Range Plan, oversees staff support to other Board Committees, and recommends policy positions as appropriate. Attends Board and Board committee meetings, but not necessarily Program and Marketing Committees.
- Anticipates organizational development, operating, program, and financial problems and proposes solutions, in writing, to the Executive Committee and executes them accordingly.
- Oversees the management of staff and operations to ensure compliance with organizational by-laws, goals, policies, and regulatory requirements.
- Full engagement in local government, social and business communities seeking and developing collaborative and cooperative opportunities for WA.
- Drafts monthly reports on production, progress towards goals and status of recommended actions.

Administrative

- Oversees adequate availability and use of staff and volunteers: interviewing, hiring (Executive Committee reserves the right to provide input prior to final personnel selection) and training for staff positions; planning, assigning, and directing work;

providing written performance evaluations; rewarding and disciplining employees; addressing complaints and resolving problems. Advocates ongoing professional development for staff.

- With the staff and Board, especially the Facilities Committee, oversees maintenance, enhancement and integration of all Waterfall Arts facilities; oversees Belfast building rental program; provides direction for capital improvements.
- Works with Administrative Assistant to handle rental inquiries, tours, contract renewals, monthly collections, housekeeping issues and good working relationships with long and short term renters.
- Protects organizational assets; keeps accurate and complete financial and organizational records; oversees book-keeping; ensures proper and timely submission of state and federal tax forms and non-profit documents.
- Hires and contracts with consultants as needed within the annual budget.
- Is primary administrator of the data base, assuring its functionality, efficiency, maintenance and adaptability for use across all organizational needs.

Programs

- Provides up-to-date contracts and salary guidelines to Program (Creative) Director for use with artists, teachers, and other presenters who deliver WA programming. Final signatory approval of contracts rests with the DFO.

Finance

- Is responsible for overall financial management of the organization within the approved annual and capital budgets.
- Facilitates regular Board receipt and analysis of financial information, proposing appropriate action when indicated.
 - Facilitates the creation, Board approval and implementation of annual budget.
- With the Finance Committee, oversees the year-end financial reporting and possible audit.
- Prepares steps necessary for WA to eventually undergo a full, professional financial audit.
- Actively seeks potential clients for long or short term rentals, maximizing building usage as a means of developing continued revenue.
- Provides written, monthly financial reports and interprets information at Board meetings.

Fundraising

- In collaboration with the Board, is responsible for overall financial development and financial stability for Waterfall Arts and its programs and activities. Ensures that the short and long term working capital and financial management needs of the organization are adequately provided.
- Develops and implements in consultation with the Development Committee a comprehensive Development Plan and fundraising strategy including researching and writing grant proposals and follow-up reports to funders; and engaging staff and Board in fundraising efforts such as the Annual Appeal and Membership Drive. Works with the Founding Director and Board to cultivate major donors

- Seeks sponsors for projects and events.
- Develops new revenue streams in coordination with mission.
- Oversees development and operations for any/all capital campaigns.

Marketing & Public Relations

- Works with Marketing Coordinator to maximize studio and space rentals through proactive, on-going marketing campaign.

Knowledge and Skills

- Minimum 3 years prior nonprofit leadership experience and management with a thorough understanding of nonprofit operations.
- Strong administrative and organizational skills, with an emphasis on strategic planning and implementation.
- Supervisory experience including ability to carry out responsibilities in accordance with Waterfall Arts policies and applicable laws.
- Experience working with a Board of Directors.
- Strong interpersonal skills, including oral and written communications.
- A collaborative approach to working with staff, Board, and external partners, organizations and funders.
- Requires strong software and hardware systems knowledge and good computer skills in MS Office including Power Point, Word, Excel or comparable programs.
- Proven track record in fundraising and development.
- Ability to work both independently and as part of a team.
- Flexibility in schedule to accommodate after hours or weekend events.
- Proximity to Belfast and Waldo County highly desirable to become invested in community.

BENEFITS: Salary proportional with experience. Pro-rated benefits include vacation, sick leave and holiday schedules.

Waterfall Arts is committed to the belief that each individual is entitled to equal employment opportunity.

Apply online by sending a resume and cover letter by November 6, 2009 to:
info@waterfallarts.org Please include **DFO Search Committee** in the subject line.