



Position Announcement/Description
Midland Center for the Arts
Midland, MI

Position Title: CFO/Vice President of People Strategy
Supervisor: President/CEO
Classification: Full Time Exempt
Last Updated: 5/13/2021

About Midland Center for the Arts

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT

The CFO/Vice President of People Strategy is a self-directed, results-oriented chief financial officer accountable for the administrative and financial operations, risk management, and human resource strategy for the Center. A seasoned and skilled team leader, the CFO is a critical member of the Center's Executive Leadership team, a partner to the CEO, and an advisor for the board. The position oversees the team responsible for all accounting and financial matters, as well as business planning and people strategy for the organization. Working with the CEO, executive team and board members the position ensures long-term sustainability and financial health of the organization, and that human capital is cared for, trained and motivated. The position works closely with the CEO and the rest of the staff to continue to build and sustain a welcoming, inclusive and equitable environment for all employees and patrons. The CFO supervises the staff for finance, HR, and general administration, and provides staffing support to the Finance and Investment Committees of the Board of Directors.

PRINCIPAL AREAS OF RESPONSIBILITIES:

- Directs the financial, human resources, and general administration of the Center.
- Serves as a member of the executive leadership team
- Liaison and facilitator to the Board Finance Committee and Investment Committee

KEY DUTIES

Financial Management:

- Manages all finance and accounting functions for 501(c)3 nonprofit organization: a \$9 million+ annual operating budget, accounts payable and accounts receivable; cash flow management; federal, state and local tax payment and reporting; vendor management; bank accounts, investment and endowment accounts; fixed assets and debt/equity financing; and financial reports.
- Manages the creation and implementation of the annual operating budget, capital budget and special projects budgets as needed. Ensures monitoring of departmental budgeting and spending to meet the projected budget; Advises CEO and other staff of potential financial challenges, opportunities and changes needed.
- Oversees the Center's Investment assets, serving as the staff contact for the Investment Advisor, the Center's Investment Committee, and the Finance Committee. Ensures compliance with all investment and endowment policies as approved by the Committees and/or Center Board and implements appropriate endowment draw policies and spending plans. Reports regularly about our assets to the CEO and appropriate board committees.
- Prepares financial documents and reporting for various internal and external stakeholders, including preparation and review of financial information for required grant reporting and new grant proposals.
- Working with all areas of the Center, the CFO creates, implements and monitors appropriate risk management policies and procedures, including overseeing appropriate property and casualty insurance, coverage types and limits.
- Ensure appropriate internal controls are in place under GAAP standards
- Maintain relevant internal and external financial data and research including industry data such as annual DataArts, PAC-STATs and/or other necessary industry reporting.
- Ensure smooth completion of annual audits and tax reporting in an accurate and timely fashion while maintaining relations with external auditors; investigate their findings and recommendations; works with CEO and other staff as needed
- Works with third party retirement advisors and administrators to ensure full plan compliance with all applicable laws and regulations and annual filing requirements for the Center's 403b plan.
- Serves as the primary staff liaison with bankers, CPAs, tax attorneys, general counsel, and the Board of Directors Finance Committee and Investment Committee.
- Monitors major organization contracts and vendor relationships such as investment management, banking, credit card transactions, and ensures regular evaluation of service level and fees

People Strategy and Administration:

- Oversees HR staff, human resource strategy and administration for the organization including recruiting and retention, hiring practices, on-boarding and compliance with all applicable laws and regulations
- Maintains relationship with Center's general counsel for all needed legal guidance
- With the CEO, supports and builds organizational efforts to create and maintain an inclusive, equitable workplace, allowing the Center to attract a diverse array of talent

- Monitors overall compensation and benefits strategies to align with board goals for the organization
- Responsible for review of large organizational contracts
- Responsible for general administrative management of the Center offices

Planning:

- Develops financial strategies and long-term financial plans to build and maintain fiscal health and the Center's asset base.
- Assists in formulating the organization's future direction and supporting tactical initiatives to support health and institutional sustainability
- Develops, tracks and reports on performance measures that support the Center's strategic direction and plan.
- Effectively communicates financial strategy and organizational metrics to staff and board

Executive Leadership:

- Serves as a critical member of the executive team
- Participates in all Center Board Meetings and reports in writing or in person regarding Center finances.
- Provides needed financial information to Board of Directors, Finance Committee and Investment Committee to assist in their work guiding strategy for the organization.
- Maintains consistent communication and information sharing with the CEO, executive team and other key staff members to ensure understanding of financials
- Other duties as assigned

PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- A minimum of seven years of senior finance and accounting roles, ideally including experience in a non-profit organization; clear career progression, with achievement of strong business results in each position
- Staff management experience with responsibility for building and managing a team
- Experience with overseeing HR functions with a focus on care of the human capital of the organization
- Thorough knowledge of accounting practices and processes, building and overseeing organizational budgets and procedures of non-profit organizations
- Knowledge of investment and of endowment funds and laws that govern these assets
- Experience should include components of legal, audit, compliance, budget, and resource development
- Ability to convey complex financial information in a way that is easily understandable to staff and board and allows for good decision making. Excellent Excel and presentation skills.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Prior experience working directly with high-performing non-profit Boards and managing Board committees
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Good communication skills, both verbal and written.

- Ability to interact professionally with staff, Board members, volunteers, and other related agencies
- Personal qualities of integrity, credibility, and a commitment to the Center's mission as a community cultural center and values of inclusivity and welcoming
- A strong collaborator – a person who enjoys being part of a high performing team, sharing information and working together to make the best decisions
- BA or MBA in business, accounting or other related field preferred.

APPLICATION INFORMATION

Email Cover Letter and Resumé to: siegmund@midlandcenter.org
Tina Siegmund
HR, Payroll & Benefits Manager

Deadline: Open until Filled