



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: 12/12/22
Pay Range: \$100,000-\$120,000

About Midland Center for the Arts

The 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 entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. 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 people 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 finances, including the development of annual budgets, financial statements, setting and tracking metrics, the annual audit, and the ongoing development and monitoring of control systems to preserve company assets. The position also oversees business planning and people strategy for the organization, working with the CEO, executive team and board members to ensure 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 organization to continue to build and sustain a welcoming, inclusive and equitable environment for all employees and patrons. The CFO works closely with the President & CEO, Board of Directors, Finance and

Audit Committees, and Center department heads and supervises the staff for finance, HR, and general administration.

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

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, implementation and management 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. Reports regularly about our assets to the CEO and appropriate board committees.
- Oversees 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.
- Works to maintain relevant internal and external financial data and research including industry data such as annual DataArts, PAC-STATs and/or other necessary industry reporting.
- Ensures smooth completion of annual audits and maintains relations with external auditors; investigate their findings and recommendations; works with CEO and other staff as needed
- 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 and people 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 general counsel for all needed 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:

- CPA preferred.
- Bachelor's degree from an accredited college or university in accounting, finance, or business administration, or equivalent required.
- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience required.
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Background in Human Resources Management/People Strategy preferred.
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision; the recruitment and retention of key personnel and budget management.
- Experience should include legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Good communication skills, both verbal and written.
- Strong organization and analytical skills.
- Consistent attention to detail.
- Advanced knowledge and utilization of Excel.
- Strong computer literacy to include use of MS Word, Power point, Outlook, and more.
- 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.

APPLICATION INFORMATION

Email Cover Letter and Resumé to: Nicole Urse at hr@midlandcenter.org

Deadline: Open until Filled