



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

**Position Title:** CFO - Chief Financial Officer  
**Supervisor:** President/CEO  
**Classification:** Full Time Exempt  
**Last Updated:** 02/22/23  
**Pay Range:** \$120,000-\$140,000

**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 225,000SF 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 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, working with the CEO, executive team and board members to ensure long-term sustainability and financial health of the organization. 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 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, cash flow management; federal, state and local tax payment and reporting; vendor management; bank accounts, investment and endowment accounts; donor reports; fixed assets and debt/equity financing; and financial reports
- Supervises accounting team ensuring staff has solid information, is well resourced and appropriately motivated to provide excellent customer service to both internal staff and external stakeholders.
- 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 within 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 endowment status on a regular basis 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 positive relations with external auditors; investigates any findings and implements 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
- Manages insurance program for the Center including property, auto, liability, collection, and similar policies. Identifies and manages risk associated with the insurance program and advises the board of any related issues or concerns.

**Administration:**

- Responsible for review of large organizational contracts and engaging outside counsel when needed to ensure the Center is appropriately managing legal risk.
- Responsible for general administrative management of the Center offices
- Oversees benefit administration and other administrative duties as assigned

**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 equivalent required
- A minimum of five years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience required
- Currently in a high level leadership role in your organization (required)
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations
- 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 teams
- 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 other related software
- 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
- All staff, on-site contractors, interns, and volunteers are required to be vaccinated against Covid-19. Proof will be required prior to hire.

**APPLICATION INFORMATION**

Email Cover Letter and Resumé to: Nicole Urse at [hr@midlandcenter.org](mailto:hr@midlandcenter.org)

Deadline: Open until Filled