



## **About the International Festival of Arts & Ideas**

For 25 years, the International Festival of Arts & Ideas has inspired and delighted audiences with an annual program of over 200 performing arts and humanities events each June, at least 80% of which are free.

In 2020, the Festival chose optimism over cancellation, and celebrated its 25<sup>th</sup> anniversary by producing and presenting three months of rich and diverse virtual programming. Events ranged from world- and nationally-renowned speakers sharing the stage with critical local voices for discussions on democracy, to jazz concerts; take-out mixology classes; virtual bike and walking tours; and live, individual performances by local on-call artists on front lawns and sidewalks throughout the area.

Year-round programs include special town-hall events, a fellowship program for youth, planning and implementing mini-festivals in New Haven's culturally-rich neighborhoods, participation in the NEA Big Read, and our annual Visionary Leadership Award program.

The Festival's mission is to create an internationally renowned festival in New Haven of the highest quality, with world-class artists, thinkers and leaders, attracting and engaging a broad and diverse audience, celebrating and building community, and advancing economic development.

## **Position Description**

The Director of Finance and Administration will be a strategic thought-partner and support for the Festival's Executive Director and senior leadership team. The successful candidate will be hands-on and participative, and will lead and develop an internal team to drive the following areas with exceptional business acumen and a lens of equity: finance, business planning and budgeting, human resources, administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in Programming, Marketing, Development, and Production for strategic decision making and operations as The International Festival of Arts & Ideas continues to enhance its quality programming and build capacity. This is a

tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact arts organization that is committed to advancing racial justice, global engagement and community impact in the performing arts.

## **Responsibilities**

### Financial Management

- Oversee and lead annual budgeting and planning processes in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and, where appropriate, keep staff abreast of the organization's financial status.
- Oversee all financial, project/program and grants accounting. Supervise and oversee the work of the Festival Accountant, and review monthly statements and schedules together with them, making such revisions and adjustments as may be necessary.
- Ensure that the Festival's financial practices are in compliance with the Financial Policies and Procedures set forth by its Board of Directors.
- Analyze and present financial reports in an accurate, understandable, and timely manner, and serve as the staff liaison to the Finance Committee of the Board, working with the Executive Director and Director of Development to provide members with thorough and accurate reports and forecasts.
- The Festival is subject to the enhanced scrutiny of an annual, State Single Audit. Ensure the issuance of a clean opinion by the independent auditor by designing and rigorously maintaining systems for internal processes that produce financial records and reporting of the highest standard.
- Coordinate and lead the annual audit process, liaising with auditors and the Audit Committee of the Board.
- Work closely with the Director of Development to refine and project actual revenues against goals, and ensure that forecasts reflect current conditions, and are as accurate as possible.
- Review and approve all vendor, artist, speaker, and other contracts proposed by staff, prior to their execution, confirming that they are reasonable, understandable, and in keeping with Festival policies and practices.
- Ensure that the financial terms of all contracts and agreements entered into by the Festival (200+ per year) are met.
- Review and Approve or decline purchase orders for all expenditures submitted by members of staff. Approve or decline payments for approved expenses based on contractual requirements, the receipt of goods or services, or the presentation of adequate documentation.
- Manage banking and credit relationships, including merchant credit card processing. Actively seek the best possible interest and discount rates.

- Oversee the tracking, reporting, and reconciliation processes of box office operations.
- Ensure compliance with requirements for organizational licenses, registrations, and legally required filings.
- Manage memberships in outside organizations and professional associations.
- Act as fiduciary and administrator for the Festival's 403b retirement plan.

### Human Resources, Technology and Administration

- Foster and encourage a positive work environment.
- Be responsive to staff members, and available for questions. Act as a resource to employees seeking help navigating employment or HR issues.
- Oversee and Administer the Festival's human resources policies and procedures, as set forth in the employee handbook. Work with the Executive Director to engage an ad hoc committee of the board to review and update the handbook periodically, on an as-needed basis.
- Review and refine protocols for performance reviews and metrics for determining employee compensation.
- Manage the Festival's employee benefit programs, including health insurance, section 105 and 125 plans, and 403b plan offerings.
- Design and administer staff development opportunities and trainings that support organizational policies, values and priorities.
- Create and/or refine existing systems for overseeing and managing the recruitment, hiring, onboarding, and orientation of a paid seasonal team of up to 200 employees.
- Manage the Festival's offices, including allocating workspace and equipment to a small year-round staff and large seasonal workforce, providing each with comfortable, efficient spaces to work.
- Hire, train, and supervise the work of a seasonal Volunteer Coordinator, and work with them to enhance the recruitment, training, and orientation processes for a large and essential volunteer corps.
- Manage the Festival's IT systems, including an internal, server-based network with up to 60 users, many now working remotely, and an owned inventory of approximately fifty PCs, and 10 MAC computers. Work together with a fee-based external IT company to insure the integrity and security of all systems. Provide employees with limited help-desk type IT support.
- Manage the Festival's office equipment, including programming the phone system; handling copier leases, equipment inventories, etc.
- Hire and oversee the Festival's Volunteer Coordinator, Festival Office Coordinator and Accountant.
- Oversee policies and relationships with Festival insurance vendors.

## **Qualifications**

- BA or equivalent experience required.
- At least seven years of overall professional experience; ideally three-plus years of broad financial and operations management experience in a non-profit arts environment
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a small-medium arts organization, or a division or significant program area of a larger one, and has previous experience overseeing human resources functions.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technologically savvy with experience managing a computer network serving +25-60 users; selecting and overseeing hardware and software purchases; knowledge of accounting and development software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Previous experience working with boards and nonprofit management required.
- Personal qualities of integrity, credibility, and dedication to the mission of the International Festival of Arts & Ideas.

## **Key Interactions**

The Director of Finance and Administration reports to the Executive Director and works closely with all members of the Festival's leadership team. The Director of Finance and Administration will oversee the Festival Accountant, Office Coordinator and Volunteer Coordinator.

## **Compensation and Benefits**

The Festival offers competitive compensation with employee benefits that include an excellent individual health insurance plan, dental benefits, paid parental and bereavement leave, vacation, paid time off, tax deferred annuity, and flexible spending account plan, among others. Salary range: \$75,000-\$85,000

## How to Apply

Please submit a resume, summary of accomplishments, and cover letter by email to [DFASearch@artidea.org](mailto:DFASearch@artidea.org). We look forward to hearing from you!

**The International Festival of Arts & Ideas is an equal opportunity employer and will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, sex, transgender status, gender identity or expression, marital or pregnancy status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, military status, lawful source of income, sexual orientation or physical disability, or any other class of persons or categories protected by law.**

**The Festival believes in centering Black and Brown communities that are targeted and abused by unjust systems of oppression. The Festival stands in solidarity with the communities, artists, and speakers with whom it collaborates and pledges that its support extends beyond the Festival's performance dates. The Festival will do everything it can to help dismantle systematic racism and raises its voice with those in the community who are already engaged in this vital work. The Festival commits to working alongside the community to create transformative change in New Haven.**