

**Position Opportunity
Chief Financial Officer
Washington Performing Arts
Washington, DC**

Washington Performing Arts, one of the nation's premier performing arts producers and presenters, seeks a Chief Financial Officer who is a strong financial manager, collaborator, and strategic thinker. The CFO will be a key part of a dynamic team and take a leadership role in achieving the mission and goals of Washington Performing Arts' current operating budget and plans for future growth.

About Washington Performing Arts

<https://www.washingtonperformingarts.org/aboutus/index/>

For more than 50 years, Washington Performing Arts has been a leader in connecting artists and community through live performances and education programs in myriad venues throughout the greater D.C. metropolitan area. Washington Performing Arts strives to provide both artists and audiences with life-long opportunities to deepen their cultural knowledge, enrich their lives, and expand their understanding and compassion for the world through the universal language of the arts. Washington Performing Arts has guided the careers of emerging artists and maintained enduring ties with established artists, both introducing artists to local audiences and building long-term relationships with artists through return engagements and dynamic special projects.

Washington Performing Arts is one of the leading presenters in the nation's capital and many of Washington Performing Arts' programs achieve nation-wide impact. The organization offers performances and special productions of the highest quality, including classical music, jazz, gospel, contemporary dance, music representing diverse cultures and art forms, and programs that fuse genres in imaginative ways. Collaboration and partnership are central to the mission of Washington Performing Arts.

Washington Performing Arts' sustained residencies and educational programs establish artists as a continuing presence in the lives of young people and adults. Signature programs include the Capital Arts Partnership, Embassy Adoption Program, Mars Arts D.C., Enriching Experiences for Seniors, D.C. Keys, and the Feder String Competition. Partnerships with the DC Public Schools, embassies, diplomatic and cultural centers, and many other area institutions support the growing role of Washington Performing Arts as a collaborator and convener. In addition, the organization has a unique producing role with two resident gospel choirs, The Men and Women of the Gospel and Children of the Gospel.

Washington Performing Arts has been honored for its work at the intersection of arts presenting and education with the Mayor's Arts Awards for Outstanding Contribution to Arts Education (2015) and Excellence in Service to the Arts (2012) and was honored by President Barack Obama with a 2012 National Medal of Arts, becoming only the fourth D.C.-based arts group and the first arts presenter of its kind to be so recognized.

Washington Performing Arts is governed by a Board of Directors of up to 50 members, is financially and operationally sound, has an operating budget of \$7 to \$8 million (in a non-Covid year: the FY22 budget is \$6 million), and a staff of 25 to 30. Jenny Bilfield is President and CEO.

Organizational Diversity & Inclusion

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of their work and has expressed this commitment in the following way: *In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to the composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of, and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder’s guiding ethos of “everybody in, nobody out.” To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts’ mission, because of our differences, not despite them.*

The Position

Reporting to the CEO, the Chief Financial Officer (CFO) is responsible and accountable for the financial and administrative operations of Washington Performing Arts, including business operations, organizational sustainability, and liquidity management to allow Washington Performing Arts to achieve its mission. The CFO provides partnership and support for strategic planning throughout the organization. The CFO works closely with the President/CEO, Chief Advancement Officer, President Emeritus, and Board of Directors. The CFO is a member of a Senior Leadership Team that includes the Chief Advancement Officer, Supervising Producer, and Directors of Programming, Education & Community Engagement, and Communications & Creative Media. The CFO fosters an environment of optimal transparency among management and between Board and staff. The CFO’s direct reports include the Director of Operations and Administration (who reports to the CEO and partners with the full Senior Leadership Team on HR matters), a Controller, and a Finance and Administration Coordinator. The CFO provides staff support to committees of the Board, including the Finance, Investment and Retirement Plan, Audit, and Executive Committees and is responsible for providing Board members with timely and accurate information for decision-making.

The CFO oversees the functions of budgeting and accounting, information technology, and operations and administration for all organizational functions, including human resource management. The CFO drives the creation of timely and accurate reports and analyses to keep staff and Board members apprised and engaged in ensuring Washington Performing Arts’ optimal financial operating position and long-term sustainability. The CFO forecasts and monitors performance against budget, and recommends adjustments and corrections as needed. The CFO is Washington Performing Arts’ liaison with banks and providers of contracted services including accountants and auditors, investment advisors, and legal counsel.

The CFO encourages entrepreneurial thinking, interdepartmental collaboration, creative problem-solving, and development of new business models that advance the mission of Washington Performing Arts and its programs. Working with the CEO, the Chief Advancement Officer, and members of the Management Team, the CFO pursues new strategic alliances, collaborative ventures, and other avenues that provide sustainable growth and broaden and diversify Washington Performing Arts’ audience, donor base, and revenue streams from all sources including digital assets. The CFO serves as a thought partner to the CEO and Chief Advancement Officer and turns ideas into operating plans. The CFO provides guidance and support to the staff and departments as they execute plans and ensures that performance metrics, systems, and procedures are in place to evaluate results on an ongoing basis.

The CFO works with IT consultants and internal colleagues to ensure that the organization has appropriate and effective technology infrastructure and security for both in-person and remote office operations. The CFO manages relationships with IT vendors, and develops and implements a multi-year IT management strategy that includes hardware, software, licenses, and systems and meets organizational technology needs on an on-going basis.

On HR matters, the Director of Operations and Administration reports to the President & CEO. However, the CFO provides support in the implementation of best practices in human resource management, including: compliance through employment policies; compensation and benefits; and equitable growth opportunities for staff. The CFO collaborates with the Management Team in aligning the core value of inclusivity reflected in Washington Performing Arts' programs with the diverse voices of Washington Performing Arts' Board, staff, and audiences.

Candidate Profile

The ideal candidate will be a dynamic and innovative leader with experience successfully managing the financial resources of not-for-profit organizations, preferably in the performing arts. This candidate will have a proven history in managing the finance and accounting, information technology, operations and administration, outside professional services, and knowledge of the human resource functions within an organization of comparable size to Washington Performing Arts.

The successful candidate will have experience developing and implementing new business models, managing cross-departmental teams, and implementing organization-wide best practices in administration and financial management. This candidate will have a track record of helping to shape and execute institutional strategic and operating plans and will have successful experience overseeing information technology and monetizing digital assets.

The successful candidate will have a strong background in finance and administration and a degree in finance, accounting or business management. An MBA, though not required, is preferred. This candidate will have experience and excellent skills in budgeting, forecasting, and setting revenue and expense targets for multiple programs in multiple venues, and the ability to communicate information effectively both in verbal and written form. The CFO will have a thorough working knowledge of, and experience utilizing, the technology available to support finance and operations. The successful candidate will be familiar with best practices in human resource management, and building a diverse work force.

The successful candidate will have a deep interest in the performing arts. The CFO will bring knowledge and understanding of the arts sufficient to inform decision-making about program development, especially in the areas of community engagement and education. The CFO will welcome the opportunity to attend evening and weekend performances on a regular basis and engage with donors, audience members, and artists.

The successful candidate will be a leader with a management style that encourages creativity, transparency, risk-taking, teamwork, and the open exchange of ideas. The CFO will have excellent supervisory skills and a track record for mentoring and developing staff. The CFO will be able to manage multiple deadlines and competing priorities. The CFO will be curious, nimble, and imaginative. The successful candidate will welcome the opportunity to join the senior management of Washington Performing Arts.

Compensation

The salary range for this position is \$120,000- \$130,000, depending on qualifications and experience.

Washington Performing Arts currently offers the staff benefits that include health insurance, a matching contribution to retirement, and annual leave.

Applications

Washington Performing Arts is an equal opportunity employer and will not discriminate against any applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, or gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, and political affiliation. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply. Washington Performing Arts' employment decisions are made based on the needs of the organization and the qualifications of applicants and current employees.

Please prepare a cover letter that describes your specific interest in Washington Performing Arts and experience in the administration, operations, and financial management of not-for-profit organizations. Send with a resume, salary requirements, and contact information for at least three professional references. Electronic submissions are requested. All applications will be treated as confidential and references will not be called without the candidate's knowledge and agreement.

Please send materials to:
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c/o Catherine French Group
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Washington, DC 20007
applications@catherinefrenchgroup.com

Please submit material in Adobe PDF or Microsoft Word format, only