

**Position Opportunity  
Director of Finance and Administration  
Washington Performing Arts  
Washington, DC**

Washington Performing Arts welcomes applications and nominations for the position of Director of Finance and Administration, available in the summer of 2023. The Director will be a key part of a dynamic team and take a leadership role in achieving the vision, mission, and goals of Washington Performing Arts.

**About Washington Performing Arts**

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

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Washington Performing Arts' achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever-inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Washington Performing Arts is governed by a Board of Directors of outstanding community leaders, is financially and operationally sound, and in FY24 will have an operating budget of \$6.3 million. Jenny Bilfield is President and CEO.

**Organizational Diversity & Inclusion:**

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. 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 Director of Finance and Administration is responsible and accountable for the financial and administrative operations of Washington Performing Arts, including financial reporting, business administration, organizational sustainability, and liquidity management to allow Washington Performing Arts to fulfill our mission, realize its potential, and achieve its strategic goals for artistic, financial, and organizational success.

The Director of Finance and Administration is a member of the Senior Management Team that reports to the CEO. The Team includes the Vice President of Strategic Planning & Chief Advancement Officer; Director of Programming; Director of Education & Community Engagement; Director of Marketing, Communications & Creative Media; Supervising Producer, and President Emeritus. The Director leads a Department that includes a full-time Assistant Director of Human Resources & Operations, a part-time Controller, and a part-time Accounting Manager. The Controller and Accounting Manager are currently part of an external financial management company; the Director will lead the transition to a fully in-house team.

The Director of Finance and Administration oversees the functions of budgeting and accounting, information technology, compliance, benefits administration, and operations and administration for all organizational functions. The Director drives the creation of timely and accurate forecasts, 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 Director of Finance and Administration provides staff support to committees of the Board, including the Finance, Investment and Retirement Plan, Audit, and Executive Committees and provides Board members with timely and accurate information for decision-making. The Director is the principal liaison with banks and providers of contracted services including accountants and auditors, investment advisors, and legal counsel.

The Director of Finance and Administration supports the CEO in encouraging entrepreneurial thinking throughout the organization and development of new business models that advance the mission of Washington Performing Arts. Working with the CEO and the Senior Management Team, the Director pursues opportunities that broaden and diversify Washington Performing Arts' audience, donor base, and earned revenue from all sources. The Director ensures that systems, procedures, and performance metrics are in place to evaluate results on an ongoing basis.

The Director of Finance and Administration supports the Assistant Director of HR & Operations in ensuring that the necessary technology infrastructure and security is in place to support both in-person and remote office operations. With the Assistant Director, the Director develops and implements a multi-year IT management strategy that includes hardware, software, licenses, and systems to meet organization-wide technology needs.

The Director of Finance and Administration ensures and supports the implementation of best practices in human resource management, including compliance with legal requirements and ethical standards, employment policies that encourage a diverse workforce; competitive compensation and benefits; and equitable growth opportunities for staff. The Director collaborates fully with the Senior 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, innovative, and inclusive leader with successful experience managing the financial resources of mission-driven, not-for-profit organizations that offer a broad range of public and educational programming. The candidate will have the demonstrated ability to provide strong leadership and management in the areas of finance and accounting, information technology, operations, and administration in an organization of comparable size to Washington Performing Arts. The candidate will have excellent supervisory skills and a track record for inspiring, mentoring, and developing staff.

The successful candidate will have the proven ability to develop and implement new business models, and to diversify income streams. This candidate will have a track record for helping to shape and execute institutional strategic and operating plans for data-informed decision-making, and for utilizing both qualitative and quantitative tools for evaluating results. The candidate will have a management style that encourages creativity, transparency, and the open exchange of ideas.

The successful candidate will have a strong background in finance and administration combined with academic and/or professional credentials in finance, accounting or business management. A Master's Degree in finance, business management, accounting, or a related field is preferred. The candidate will have excellent skills and a demonstrated record of success in budgeting, forecasting, cash flow management, maintaining internal controls, and setting revenue and expense targets for multiple programs in multiple venues. The ability to communicate technical financial information effectively in both verbal and written form to non-financial personnel is essential. The candidate will have a thorough working knowledge of the technology available to support finance and operations. The successful candidate will be committed to implementing best practices in finance and administration and human resource management, supporting a diverse work force, and fostering an equitable and inclusive organizational culture.

The successful candidate will be creative, curious, flexible, patient, and persistent. The candidate will demonstrate a high level of emotional intelligence as a leader and manager. The candidate will be able to manage competing priorities and multiple deadlines with skill and grace. The successful candidate will be a person of integrity and high ethical standards.

The successful candidate will have a personal interest in the performing arts and knowledge about the arts sufficient to inform decision-making about program development. The candidate will welcome the opportunity to attend evening and weekend performances on a regular basis and actively engage with donors, audience members, and artists as a member of the Senior Management Team of Washington Performing Arts.

## **Compensation**

The salary range for this position is \$130,000 - \$150,000, depending on qualifications and experience. Washington Performing Arts currently offers a comprehensive suite of benefits including health insurance, participation in a 403B retirement program, and annual leave.

## **Applications**

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity and will not discriminate against any employee or 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, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply. Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

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

Please send materials to:

Washington Performing Arts  
c/o Catherine French Group  
[applications@catherinefrenchgroup.com](mailto:applications@catherinefrenchgroup.com)

*Please submit material in Adobe PDF format, only*