Finance and Operations Director

The Vermont Arts Council, an independent nonprofit statewide organization based in Montpelier, seeks an experienced finance and operations director to oversee financial operations, business planning, and budgeting.

About the Arts Council

Since 1965, the Council has been the state's primary provider of funding, advocacy, and information for the arts in Vermont. It is the only designated state arts agency in the U.S. that is also an independent nonprofit organization. The Arts Council board and staff envision a Vermont where all people have access to the arts and creativity in their lives, education, and communities. Engagement with the arts transforms individuals, connects us more deeply to each other, energizes the economy, and sustains the vibrant cultural landscape that makes Vermont a great place to live. To advance this vision, the Council awards grants to artists, cultural organizations, schools, and communities, and supports the creative sector through technical support, research, and advocacy.

Position Description

The finance and operations director works closely with the executive director to oversee financial operations, strategic planning, and budgeting. This position’s portfolio includes financial management, human resources, benefits management, basic information technology support, and serving as an effective liaison to the board finance committee.

The person in this position supervises a part-time finance administrator and reports to the executive director.

Principal responsibilities include:

- serving as the Council’s chief fiscal officer, including preparation and management of the operating budget
- advising the executive director on fiscal matters and providing strategic recommendations and long-term financial projections.
- managing day-to-day finances, monthly financial statements, cash flow, and an annual audit
- ensuring that accounting systems and financial records are maintained in accordance with Generally Accepted Accounting Principles, and in compliance with the Council’s federal, state, and private funders
Principal responsibilities, continued

- working collaboratively with the executive director and program staff to develop and monitor annual budgets
- functioning as the Council’s personnel, benefits, and compliance officer

The ideal candidate will also oversee operations of the Council’s computer systems, serving as liaison with outside computer consultants.

Qualifications/Key skills

- At least three years of experience in a senior financial management position
- Strong financial administration and budgeting skills and the ability to successfully manage the day-to-day finances of a midsized nonprofit organization
- Knowledge of human resources, payroll, and benefits systems to support a diverse and effective staff
- Ability to manage complex state and federal grant awards
- Flexibility and willingness to balance multiple projects and organizational needs
- Demonstrated proficiency with Blackbaud’s Financial Edge software as well as the Microsoft Office suite.
- Ability to supervise and mentor staff
- Strong written and verbal communications skills
- Demonstrated interest in the Council’s work and mission

Compensation

This is a part-time, twenty-nine hours/week position with flexible hours. Salary is based on qualifications, experience, and compensation for comparable nonprofit positions. The Arts Council provides a collaborative working environment, as well as professional development opportunities.

How to Apply

Applications will be accepted until March 25, 2020, although interviews may begin earlier. Please send a resume, cover letter, and contact information for three references to: info@vermontarts.council.org with “ATTN: Finance Director Position” in the subject line.

Nondiscrimination

The Vermont Arts Council is an equal opportunity employer and is committed to maintaining an environment free from discrimination on the basis of race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, gender identity or expression, genetic bias, disability, citizenship, veteran status, or other category protected by applicable state or federal law.