

Sangre de Cristo Arts and Conference Center (SDC) Nonprofit CFO

Job Description: Nonprofit Chief Financial Officer

Reports to: CEO

Type: Full-time

Status: Non-Exempt

Salary: \$70-\$90k + Benefits Package

Position Summary

The Sangre de Cristo Arts and Conference Center (SDC) is looking for a CFO to join our nonprofit organization to manage all financial aspects, including investments, internal financial controls, safety compliance related to SDC facility, and audit activities with all divisions including IT, Guest Services, Gift Shop, and Operations. The CFO will work in concert with the CEO ensuring ADP HR policies and compliance training.

Key Performance Indicators tracking and analyzing industry trends are key components of this senior leadership position. The resulting work of the CFO will provide forecasting and return on investment (ROI) functions for current and future programs that will through the CEO aid the SDC Board of Trustees in their role of overseeing and working with the Executive, Finance, and Endowment Committees.

The ideal candidate is a strategic leader who can plan and direct these functions. They will act as a trusted thought partner to the CEO on a day-to-day basis and along with other organizational leaders.

The CFO will create the annual budget with the CEO. Responsibilities include cash flow planning, preparing, and reviewing departmental budgets and tracking operational metrics. An in-depth knowledge of risk management methodology as well as the ability to forecast is essential to this position and the capital projects that will be overseen. This position manages SDC resources to be most beneficial to the SDC in order to help maximize our funding.

and is responsible for monitoring and monthly reporting on operating capital project results throughout the year to ensure the financial health of the Arts Center. They will analyze long-range financial trends to project impact on future growth related to sales, compensation, and grants. The CFO also reviews and approves all contracts including all third-party vendor relationships and requests for proposals to ensure favorable terms, reduce risk, and ensure compliance with internal and external policies. It is imperative that the CFO be able to focus on fiscal restraint while also supporting a level of risk tolerance in pursuit of the goals that the Arts Center has set.

Responsibilities

- Oversee cash flow management
- Track important KPIs and analyze trends
- Oversee payroll processes including expense reimbursements and time-off tracking
- Oversee A/P including vendor, contractor, and honoraria payments
- Oversee restricted fund balances and releases
- Oversee payroll process including expense reimbursements and time-off tracking
- Forecast return on investment (ROI) for current and future programs
- Develop and monitor budgets
- Inform key stakeholders of financial status and investment plans
- Ensure all financial operations comply with federal and state laws
- Present monthly, quarterly, and annual financial statements to executives and board of directors
- Coordinate and oversee annual audit activities
- Supervise the finance/accounting department to ensure smooth day-to-day transactions
- Other duties as assigned

Direct reports: Director/Management Staff

Facilities/Physical Plant

- Participate in the development of Capital Projects budgets and the annual Building Reserve budget

Guest Services & Gift Shop

- Oversee front-of-house management to ensure excellent customer service and safety of staff and patrons.
- Oversee Gift Shop budget and approve sales strategies and operations logistics
- Work together with the Guest Services and Gift Shop Staff to review shop profitability and retail policies

HR

- Oversee employee onboarding and offboarding

- Oversee ADP performance management program, including annual review process, professional development program, and employee recognition and rewards
- Oversee employee benefits program, and manage annual renewals, and employment policy/handbook update processes
- Ensure SDC Arts Center is compliant with all state and federal employment laws and follows industry best practices, working with external employment counsel as necessary
- Supervise all personnel matters, including the development of personnel policies and updating of the Employee Manual, hiring and firing personnel, with the support of the outside HR support vendor

Operations & Administration

- Works in concert with the CEO to Draft, execute, and manage vendor and contractor agreements, working with external counsel as necessary
- Provide oversight of facility rental agreements and external partner program event agreements
- Support Capital Projects with operations and financial guidance/input

IT

- Oversee asset management (standards, purchasing, provision & reclamation)
- Provide oversight of internal technology platforms
- Support outsourced IT support to the internal team
- Maintain software security protocols with outside IT support

Education and/or Experience

The ideal candidate will possess a combination of the following education and/or equivalent experience:

- Minimum 5+ years of experience leading finance, HR, and operations required
- Bachelors or Masters in Finance, Accounting, Business Administration or related field required, CPA preferred.
- Non-profit experience preferred

Knowledge, Skills, and Abilities

The qualifications listed here are necessary to perform this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Proven work experience as a CFO, preferably in a nonprofit organization

- Familiarity with how nonprofit organizations are structured
- Ability to operate effectively at the strategic level, and simultaneously execute administrative functions efficiently; to see both the forest and the trees
- Excellent knowledge of data analysis, risk management and forecasting methods
- Instills a high degree of trust from your colleagues through strong listening skills and consistent follow through
- Ability to work independently and prioritize and manage your work and the work of others
- Excellent verbal and written communication skills. Communicates concisely
- Strong attention to detail
- Accountable to deadlines and quality work product
- Solid understanding of accounting processes, and familiarity with QuickBooks
- Strong computer skills Microsoft. Ability to understand internal technology platforms
- Background in or passion for Arts Centers or cultural institutions is helpful but not required
- Understanding of and appreciation for DEIAB principles and experience fostering a welcoming team environment
- Genuine interest in our mission

Mission

The Sangre de Cristo Arts & Conference Center creates artistic, cultural, and educational experiences for everyone.

Who We Are

Since its beginning in 1972 the Sangre de Cristo Arts & Conference Center serves 17 counties surrounding Pueblo, Colorado. With five exhibit galleries, an award-winning children's museum, a school of dance, a school of arts, and ample space for meetings, performances, and events - the Arts Center truly has something for everyone! The Sangre de Cristo Arts Center and Buell Children's Museum are accredited by the American Alliance of Museums.

How to Apply

To apply, please send a letter of intent, resume (max 2 pages) and below-referenced work samples to tammie@sdc-arts.org

All candidates will need to upload a cover letter, their most recent resume, as well as work samples as described below:

Cover letter that communicates your background and fit for this role

Resume detailing your professional and/or CPA background

Portfolio of 2-3 work samples that demonstrate your ability to design, implement, communicate, or lead effective back office programs

Applications will be reviewed on a rolling basis. The application process may be closed at any point after that date.

We reserve the right to accept no candidates for this position. The information contained in this position description describes the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for the employee in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. This job description is not intended to constitute an offer or contract of employment. Job descriptions may and do change periodically

The SDC Arts Center is an equal opportunity employer and is committed to cultivating an inclusive, equitable, accessible, and welcoming environment for all employees, volunteers, and guests. We encourage any individual interested in working with the Arts Center to apply.