

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.
Chief Financial Officer

BOPA's Mission

The mission of the Baltimore Office for Promotion & Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create civic pride by promoting Baltimore to Baltimoreans; and, to use the arts and events marketing as tools to promote Baltimore's assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

The Baltimore Office of Promotion & The Arts manages grant programs, including the Creative Baltimore Fund Grants, Free Fall Baltimore, PNC Transformative Art Prize and MECU Neighborhood Event Grants. Arts programming includes Bright StARTS, Baltimore's Mural Program, School 33 Art Center's Open Studio Tour and staff support for the city's Public Art Commission. BOPA oversees historic attractions and sites including the Top of the World Observation Level, School 33 Art Center, The Cloisters and the Bromo Seltzer Arts Tower. The economic impact this complex organization has on Baltimore City is significant. BOPA is governed by a 16-member board of directors and headquartered in downtown Baltimore. BOPA is comprised of two 501(c)3 corporations and one LLC, with a combined annual budget of approximately 11 million.

BOPA is currently under contract with a full service accounting firm that provides managed accounting services. These monthly services encompass many functions expected of an accounting department including processing accounts payable and accounts receivable, maintaining GAAP based general ledger, month end close and reporting, audit preparation, etc. The CFO is the main interface with the accounting firm and is responsible for the transmittal of approved and coded information on a timely basis, review and approval of financial reports provided by RAFFA and communicating changes and developments to the team that would impact the financial position of the organization over the next two years.

Position Description

Chief Financial Officer (CFO) is a full-time exempt position that reports to the Chief Executive Officer (CEO) and serves as the financial advisor to management on issues including budget; audit; revenue and expenditures; government and contracts management; internal and external financial risks. The CFO leads the customer service-oriented finance department that supports multiple departments and functions. Direct reports include the Director of Facilities, Contracts Administrator, and the Finance Executive Assistant.

CFO Responsibilities

Fiduciary Role

- Coordinate annual operating plans and budgets; lead performance management process that measures and evaluates progress against goals for the organization.

- Enhance the flow of financial and operational information; ensure best practices, and maintain internal controls.
- Oversee audits and tax filings for 3 entities.
- Develop a system that provides the organization with quick access to financial information, enables strategic budgeting, and exceeds best practices.
- Inform and advise the CEO and the Board of Directors on financial matters relevant to the governance of the organization, and advise senior management on short- and long-term strategic financial decisions.
- Use business and financial expertise to assess risk in potential programs and organizational commitments, produce and disseminate superior financial information, maintain internal controls and other safeguards.
- Lead financial planning and analysis, internal controls, budget development, fiscal management and Investment planning.
- Effectively communicate with internal and external stakeholders including clients, funding sources, other resource providers and regulators.
- Review contracts and legal agreements to ensure BOPA's best interests are represented, that legal compliance is in full-force, and that contractual terms meet organizational goals while minimizing BOPA's liability.
- Assist in the preparation and review of financial information needed for grant proposals and reports.
- Constantly monitor and supervise financial checks and balances.

Organization

- Participate in events sponsored or supported by BOPA, such as Artscape, Light City, Book Festival, Farmers' Market, Farmers' Market Bazaar, etc.
- Manage off-site business development programs and facility operations including the Top of the World Observation Level, Cloisters Castle, Bromo Seltzer Arts Tower and School 33 Art Center ensuring strong earned revenue components, appropriate staffing, and high-quality business models. Off-site management includes cash receipts/management from proceeds of ticket and merchandise sales.
- Demonstrate a strong commitment to Baltimore City.

Board Responsibilities

- Report financial information
- Part of Finance and Audit Committee

Minimum Qualifications

Throughout BOPA's financial system, the CFO is expected to comply with appropriate Federal, State and GAAP accounting regulations. Highly qualified candidates will be mission-focused, strategic and process-minded with the following experience and qualifications:

- 10+ years' progressive leadership experience in an accounting department or other financial environment, preferably with a nonprofit or government organization of similar size.

- Thorough understanding of nonprofit finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- Knowledge of government procurement, compliance, and contracting regulations.
- Leadership presence and ability to work well with the Chief Executive Officer, Board, management team and staff.
- Excellent communications and analytical skills, and ability to craft reports tailored to a wide variety of audiences, including private and government funders, board members, and program managers.
- Ability to present written and oral financial information at Board and senior management meetings.
- Excellent organizational and decision-making skills, with a history of prioritizing work for staffs and departments, and ability to motivate and lead a team.
- Working knowledge of accounting for overhead and indirect cost rate negotiation.
- Nonprofit accounting expertise preferred.
- Experience with computerized financial systems.
- Track record of successfully overseeing efficient, accurate and timely quarterly closings, annual audits, and production of financial statements and reports.
- Bachelor's degree in accounting or related field; CPA preferred.

Compensation

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403B retirement plan with employer match, vacation, sick leave and, transportation subsidy

Application Process

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by 01/02/2017 to: humanresources@promotionandarts.org. No Phone Calls Accepted.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.