

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.

Chief Financial Officer

The mission of the Baltimore Office of Promotion & the Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimoreans; and to use the arts and events marketing 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.

Position Description

The Chief Financial Officer (CFO) is a full-time exempt position that reports to the Chief Executive Officer 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 Human Resources, Director of Development, and the Senior Accountant.

The Baltimore Office of Promotion & The Arts manages grant programs, including the Creative Baltimore Fund Grant, Free Fall Baltimore, Community Arts Grants and Neighborhood Event Grants. Arts programming includes Baltimore's Mural Program, School 33 Art Center's Open Studio Tour and staff support for the city's Public Art Commission.

The economic impact this complex organization has on Baltimore City is significant. BOPA is governed by a 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 \$6 million.

Essential Duties and 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:

- Manage financial operations at BOPA events such as Artscape, Light City/Book Festival, Baltimore Farmers' Market & Bazaar, etc.
- Manage off-site business development programs and facility operations including the Top of the World Observation Level, The Cloisters, 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 event rentals, ticket, and merchandise sales.
- Demonstrate a strong commitment to Baltimore City.

Human Resources

- Supervise and support the Director of Human Resources with the day to day operations of the Human Resources department.
- Work with the Director of Human Resources to resolve employee relation matters.
- Point of contact for all Human Resources matters in the absence of the Director of Human Resources.

Board Responsibilities:

- Report financial information
- Part of Finance and Audit Committee

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:

- 6-7 years of 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 Senior Executive Team, 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.

Compensation & Benefits:

- Salary range is \$125,000 to \$150,000 annually
- Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
- 403B Retirement Plan with employer match
- Paid Holidays
- Paid Sick and Vacation accrual
- Parking or Monthly Transit Pass (subject to availability)

Application Process:

Email cover letter and resume to: jjohnson@promotionandarts.org. No phone calls please.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.