ArtYard

Title: Managing Director

Location: 62A Trenton Ave., Frenchtown, NJ 08825

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Job Description: The Managing Director will oversee finance and administration including the infrastructure and systems needed to support strategic objectives. Reporting to the executive director (ED), she or he will be responsible for administrative and financial systems including finance, accounting, contracts, information technology, human resources, communications, and facilities management of ArtYard’s campus, comprised of an art exhibition space/temporary theatre, a residency property with barn, and a former egg hatchery where the new permanent gallery/theater and adjacent parking lot will commence construction in the coming year.

She or he will work closely with the ED and senior management in developing ArtYard’s strategic plan. The Managing Director will liaise with the ED and Board of Directors, working to strengthen ArtYard’s financial position and other items as required. She or he will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

Primary Responsibilities:

Finance and Budgeting

The Managing Director will create and review the monthly, quarterly, and annual ArtYard financial reporting materials and metrics for the ED and review with the board of directors twice a year. She or he will develop budgeting, financial forecasting, cash flow documentation and coordinate any audit activities as well as accounts payable and receivable. The Managing Director will oversee the part-time bookkeeper and manage day-to-day oversight of banking and investment accounts. She or he will liaise with accountants and investment team and provide data for development of quarterly investment reports and attend quarterly investment meetings.

He or she will create bi-annual Board of Directors agenda and data package and present at meeting. The ideal candidate will not only be able to reconcile financial activities but should also be skilled at capturing key data and processes in order to demonstrate the relationship between ArtYard’s goals and resulting financial needs.

Administration/Operations

The Managing Director will have direct management responsibility for part-time bookkeeper and part-time facilities help. Managing Director will liaise with lawyers, architects, and all vendors. The Managing Director will work with the ED, building design and construction team, and bookkeeper in the development, construction and oversight of the new ArtYard Gallery and Theater building.

The executive will liaise with the program team, overseeing shipping, receipt of art work, prices lists and providing resources for installation of exhibits or other ArtYard events. She or he will coordinate with part-time Technical Director and Theater Projectionist and any of their helpers regarding ArtYard/FilmYard events. Candidate must be willing to pitch in when necessary at irregular hours on occasion for festivals and special events.
In addition, the Managing Director will oversee insurance, development and execution of contracts, and supplies procurement. She or he will have overall responsibility for recruitment of staff. This will include marketing, operations and management of this process. The Managing Director will also partner with ED and the rest of the ArtYard team to ensure the focus remains on the organization’s mission while maintaining the culture that makes ArtYard unique.

**Qualifications:** The Managing Director of Finance and Administration will have at least 5-plus years of working experience, with at least four years in finance and management. The successful candidate will have experience in running an operationally effective organization with multiple functional areas. Nonprofit arts experience is a plus, with a strong preference for someone who has operated in a fast-growing environment.

**Specific requirements include:**

- Demonstrated experience in financial management and accounting
- Experience with legal compliance and budget development
- Organization development, human resources management experience
- General management skills
- Proven effectiveness managing others and working with a diverse team many of whom are part-time
- Technologically savvy, with experience overseeing information technology vendor
- Experience effectively communicating key data, including presentations to ED monthly and the Board twice a year
- Success seeing beyond the numbers, identifying trends and new possibilities
- Bachelor's degree and bookkeeping experience required, experienced with QuickBooks, MS Office, Google docs

**Personal Characteristics:**

- Ability to multitask while maintaining vigilant attention to details
- Excellent interpersonal and team skills
- Outstanding communications skills, written and oral
- Demonstrated resilience, resourcefulness and good judgment
- Hands-on, leads by example, willing to do whatever needs to be done
- Integrity/ethics beyond reproach
- Committed to ArtYard’s mission: ArtYard is an incubator for creative expression and a catalyst for collaborations that reveal the transformational power of art.
- Committed to ArtYard’s playful, inventive, resourceful, collaborative culture

**Application Instructions:** Please send resumé and 3 reference contacts by October 1st, 2017 to contact@artyard.org.