

FirstWorks Senior Director

FirstWorks is a private nonprofit [501c(3)] organization, that enhances the cultural, educational and economic vitality of our community by engaging audiences with world-class performing arts and education programs. Since its founding in 2004, FirstWorks has served over 375,000 people. With a budget of \$1.5M, annual programs include PVDFest, the Artistic Icon Series, the Frontiers Series, and an arts education program which reaches over 4,000 Rhode Island students in 32 schools.

FirstWorks seeks an individual with superior management skills to serve as Senior Director. Reporting to the Executive Artistic Director and serving as a key member of the management team, the SD will lead the team in finance, administration, and technology, and assume other duties, including operations, business planning, and marketing.

The SD will play a critical role in partnering with the Executive Artistic Director to implement strategic programs as FirstWorks continues to enhance its quality programming and build capacity. This is a tremendous opportunity for an individual having management expertise and a track record of creative, strategic thinking to join a well-respected, mission-driven organization.

This is a full-time position with benefits. Start Date: June 2017

Primary responsibilities:

Financial/Technology

- Oversee overall financial management, planning, systems and controls
- Create timely financial reports and analysis
- Develop financial projections; project/program ROI
- Manage organization budget
- Facilitate budgeting process
- Day-to-day accounting, including invoicing, donor tracking, and Box Office reconciliations
- Streamline operational systems, processes and policies for Development, Marketing, Box Office, IT, and Finance
- Manage and make improvements to CRM database, creating records and utilizing system capabilities
- Implement a robust contracts management/procurement, reporting, contract billing and collection systems
- Coordinate the annual audit process with auditors and FW finance committee

Administration and Human Resources

- Oversee administrative functions to ensure efficient operations
- Monitor implementation plans, adherence to deadlines, and metrics
- Develop systems and accountability procedures
- Manage employee handbook updates, employee benefits, subcontractor agreements, payments, and performance review process

Secondary responsibilities

Marketing

- Budget development and tracking
- Website operations and social media investments
- Sales strategies
- Evaluation tools to measure campaign effectiveness

Qualifications

- At least 5 years' experience in management
- Degree in business or related field
- Excellent computer, database management, and proficiency in Excel, Word, Outlook, QuickBooks online, project management tools, and knowledge of Salesforce based CRM tool is helpful
- Experience in marketing, web and social media communications
- Excellent verbal and written communication skills
- Budget oversight experience
- Knowledge of tax and other compliance implications of non-profit status
- Ability to work independently and as part of a team; outstanding organizational skills
- Affinity for the arts
- Commitment to connecting art with audiences and FirstWorks core values:
 - ~Creativity and artistic excellence
 - ~Partnership
 - ~Arts and social impact

Salary is commensurate with professional experience. **Benefits** include health & dental care and vacation; an excellent working environment; and the ability to have an impact on creating access and engagement with the arts and bettering the lives of children in Providence and across Rhode Island. *FirstWorks is an Equal Opportunity Employer. We are committed to a diverse workplace. Women, persons of color, and persons with disabilities are encouraged to apply.*

How to apply

Interested applicants should send:

- A cover letter, resume, and 1 to 3 multi-page work/writing samples—include one example of a project management document
- The names and contact information for 3 professional references

Send applications to:

Email to: jobs@first-works.org (include the position title in the subject line)

Or by mail at: FirstWorks, 275 Westminster St., Providence, RI 02903