POSITION OPENING ANNOUNCEMENT:

CHIEF FINANCE, OPERATING, AND PEOPLE OFFICER at INTERNATIONAL ARTS & ARTISTS

International Arts & Artists (IA&A), one of the world’s leading cultural and art exchange organizations, is seeking a Chief Financial, Operating, and People Officer (CFOP). The CFOP will serve as the organization’s senior executive responsible for leading and reimagining the financial, operational, and people-related actions of IA&A. This role combines the responsibilities of a CFO, COO, and Chief People and Culture Officer to oversee the organization’s finances, personnel & benefits, facility maintenance and infrastructure, and regulatory compliance needs. As a member of the senior executive team, the CFOP will work under the direction of IA&A’s Chief Executive Officer and in close coordination and collaboration with the organization’s other senior executive staff and department heads.

Finance
- Monitor IA&A’s financial performance; develop financial plans that align with the organization’s strategic priorities; and monitor and balance cash-flow to ensure that obligations are met
- Along with executive colleagues, develop annual, multi-year, and organization/project/grant budgets
- Provide the CEO with information on IA&A’s complete fiscal position for the Board of Trustees and its Treasurer
- Serve as staff-liason to the Treasurer and any Board finance committees
- Oversee monthly and annual financial/tax reporting, including overseeing required audits, fiscal grant reports, IRS return preparation, and DC Office of Tax and Revenue reporting
- File state registrations as required for out-of-state donations
- Review and oversight of financial transactions; manage relationships with banks and financial institutions
- Oversee bookkeeping and accounting personnel (QuickBooks experience preferred)
- Develop, maintain, and institutionalize industry-leading financial controls, practices, and procedures

People and Culture
- Oversee company operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and that organizational goals are met
- Create and enhance diversity, equity, inclusion, and accessibility programs
- Collaborate with the executive team in setting and driving organizational vision, operations strategy, and hiring goals
- Implement sector-leading practices in employee recruiting, hiring, and retention
- Support the development of coaching and mentoring opportunities for staff and interns, using all internal and external expertise available to the organization
- Lead benefits and retirement plan administration, and conduct regular sector-benchmarking
- Develop and implement compensation strategy and planning, and conduct regular sector benchmarking

Business Operations
- Assist staff in developing scopes of work and managing deliverables for proposals, projects, and partnerships
- Oversee all insurance and liability needs for the organization
- Ensure the organization maintains proper nonprofit compliance, controls, and legal registrations
- As delegated by the CEO, oversee all contracts, including grant agreements, business and vendor contracts, subcontracts, and government agreements
- Work with department heads to support grant and donation reporting when required
- In coordination with the CEO and legal counsel, review and/or refer all legal documents as necessary
- Manage physical facilities and assets (building maintenance and security, furnishings, computer hardware)
- Identify, select, and work with consultants (e.g. IT, bookkeeper, phone systems, copy/printer support)
- Oversee all IT and cybersecurity practices and vendors
Qualifications: Candidates must have either an appropriate degree or certification in a related area (business, law, human resources, etc.) or equivalent years of job experience managing a complex small business, non-profit, or government agency. Candidates should have a proven history of effective work with others, handling multiple functions in concert, dedication to the task, and making best use of limited resources. Candidates will be expected to lead in maintaining IA&A’s positive and supportive work environment.

While no candidate will bring every preferred skill, highly rated candidates will address their experiences in the following areas:

- Proven experience as CFO, COO, CPO or relevant role in a non-profit organization
- In-depth knowledge of non-profit financial law, risk management practices, and HR management
- Consciously constructing a cohesive, inclusive, and diverse workforce culture
- Experience in the financial management and budgeting of traveling exhibition programs; museums and galleries; J1 visa or cultural exchange programs; and/or government grants and contracts
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management software (e.g. Quickbooks)
- Ability to bring small teams together to tackle big opportunities
- Experience in IT, cybersecurity, and building a digital workforce
- Excellent communication and people skills
- An analytical mind, comfortable with numbers

IA&A offers a highly competitive salary and provides generous benefits. As an exempt position, this role may occasionally be required to work outside of regular work hours, including evenings and weekends. Selected applicant will work onsite at IA&A offices in Washington DC. Because of the position’s fiscal responsibilities, conditional offers will be subject to background checks.

IA&A is proud to be an equal-opportunity workplace dedicated to pursuing and hiring a diverse workforce.

COVID Guidelines
The health and safety of our community is our highest priority. As such, International Arts & Artists requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine, and to receive a booster shot as soon as eligible.

To Apply

To apply, please submit a cover letter addressing the specifics of this announcement and a chronologically arranged resume to HR@artsandartists.org. Applications will be considered on a rolling basis. Qualified applicants will be contacted. No phone calls please.

Candidates must be authorized to work in the United States. IA&A does not sponsor employment visas.