



Title:
Finance & Operations Director

Reports to:
Executive Director
Full-time, Exempt

Mission:

Seattle Arts & Lectures cultivates transformative experiences through story and language with readers and writers of all generations.

Contact information for inquiries related to this position (email preferred):

Liz Keenan, Hiring Coordinator
salhr@lectures.org
206.621.2230 x22



Overview

We invite you to join our fun, book-loving, social justice-driven team of 12 to fulfill the mission of SAL as our Finance & Operations Director. SAL fulfills its mission through educational, public, and community programming, in-person and online. Our public literary events bring the most talented and thought-provoking writers of our times to speak about and read their work. Our free Summer Book Bingo program (co-presented with the Seattle Public Library) inspires our community to reconnect with the joy of reading through a series of fun challenges. Our youth programs include Writers in the Schools (WITS) and the Seattle Youth Poet Laureate (YPL) program. WITS places local, professional writers in public school classroom residencies to inspire K-12 students to tell their stories as they develop lifelong writing skills. Our YPL program elevates the powerful voices of local youth poets committed to community engagement, education, and equity in our region.

SAL offers thoughtfully curated experiences through programs that are intergenerational in nature, bolstering both emerging and established literary artists, and inviting change and new perspectives in our audience. We believe these activities are essential to continuously and courageously revitalize equity, justice, and belonging. Our work both internally and externally is guided by our core values: belonging, racial equity, transparency and trust, curiosity, and joy.

We value a diverse workforce and an inclusive culture in all areas of our work and culture. SAL is an equal opportunity employer. Individuals from all cultures and communities are warmly encouraged to apply. Strong candidates will bring a diverse set of skills, characteristics, and experiences, both professional and lived. SAL focuses on a holistic view of potential candidates and understanding that no single candidate will offer every desired skill and characteristic. The following offers an aspirational view of the ideal candidate profile, and we encourage applications from candidates with a wide range of experiences and backgrounds.



Position Overview:

The Finance & Operations Director is a key member of the senior leadership team and reports to the Executive Director. They are charged with effectively managing and communicating all financial matters with the leadership team and Board to enhance strategic decision-making and strengthen the organization’s internal capacity and long-term fiscal stability. They supervise all financial matters with the goal of enhancing controls and bringing transparency and consistency throughout the organization by partnering internally with colleagues and the Board and externally with audit, accounting, and other external partners. The Finance & Operations Director plays an important role in a broad range of activities related to institutional planning, operations, financial management, human resources, and IT. The organizational budget in FY23 is \$3.4 million with an estimated 70% of our revenue coming from contributed income, and 30% coming from ticket sales and school fees. This position should identify and lead areas of continuous improvement, growth, and efficiency to support a lean organization with a big mission.

Inclusion, Diversity, and Access

All staff actively participate in SAL’s ongoing efforts to become an anti-racist organization and embody an organizational culture that supports and reinforces our inclusion, diversity, equity & access goals. Our 2020-24 Strategic Plan and SAL’s Equity Accountability Reports are available on the SAL website under “About.” This commitment and understanding should be demonstrated throughout the performance of the Finance & Operations Director’s job responsibilities and staff activities.

Responsibilities

Financial Management (50%)

- Provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management.
- Oversee the annual finance planning/budgeting processes and prepare the annual operating budget. Work with staff and board to develop/implement program and organizational budgets.

- Prepare monthly profit/loss, balance sheet and cash flow financial statements. Monitor, interpret and present financial results of operations and programs each month. Serve as financial liaison with the board finance committee, providing financial reports.
- Coordinate the annual audit with an independent CPA and prepare the IRS 990 form. Oversee licensing, Secretary of State reporting, annual property tax exemptions, insurance and reporting requirements.
- Oversee payroll, payroll liabilities, and benefits including PTO accrual and retirement plans.
- Create and maintain excellent financial controls, policies and procedures.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting, and accounting. Oversee accounts receivable and payable.
- Prepare budgets and financial reports for foundation grant applications and track reporting of foundation project/program budgets and expenditures. Work with the Development team for timely grant proposal and grant report submissions.

Human Resources (25%)

- Manage and further develop SAL's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting and hiring processes are consistent and streamlined.
- Manage and implement all hiring and benefits administration, including working with vendors to identify and evaluate benefit plan options.
- Hire and supervise staff and interns as needed.

Technology, Operations, & Organizational Leadership (25%)

- Coordinate with managed IT services provider to ensure agency technology is running efficiently and smoothly, plan for future technology needs (software and hardware), budget for projects, and ensure contracted services are meeting the best needs of the organization.
- Oversee and collaborate to manage the organization's physical infrastructure, properties and system maintenance (phone system, security, cleaning, insurance, supplies, etc.).
- Manage all vendor and contract relationships; including soliciting new bids for service and recommending new contracts or vendors.
- Keep abreast of changing laws and policies regarding finance, insurance, and human resources to ensure agency compliance.
- Provide leadership and accountability in areas of responsibility and in agency-wide Diversity, Equity & Inclusion, antiracism, anti-oppression, and intercultural work.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Develop and maintain emergency planning scenarios.
- Oversee administrative functions, as well as facilities to ensure efficient and consistent operations as the organization scales.
- Supervise and support our independent CPA and hire and supervise an Operations Coordinator.
- Attend and contribute to departmental and organization-wide meetings as needed.
- Participate in ongoing equity work and trainings.
- Attend and support cultivation & fundraising events, public programs events, youth programs events, SAL celebrations, and community functions as needed.
- Other duties as required.





Desired Qualifications:

- A passion for SAL's mission, values, and programs including a love of books and reading
- A commitment to racial equity and social justice
- Minimum five years of experience managing financial and accounting functions for an organization with a budget of at least \$2 million annually
- Experience with long-term financial planning, budgeting, and resource management to support organizational and programmatic growth
- A warm, authentic tone; excellent written and verbal communication skills
- Outstanding organizational and time management skills; ability to prioritize multiple deadlines and tasks; excellent attention to detail
- Diplomacy, a sense of humor, and the ability to maintain composure under pressure
- A flexible and improvisational approach to problem-solving
- Interest and ability to work as part of a highly collaborative team in an open-plan office and in a hybrid work environment
- Proficiency with Quickbooks and Microsoft Office Suite required
- Proficiency with Mac platforms a plus

Additional Considerations

- Evening/weekend hours required (typically 2 to 4 times per month, September to June).
- Openness to a dog-friendly work space.
- Note: Seattle Arts & Lectures is a fully vaccinated office and all medically eligible new staff members will be asked to provide proof of COVID vaccination.

Compensation and Benefits

This is a 40 hours/week full-time non-exempt position. Salary range is \$95,000 - \$105,000 per year (commensurate with experience and qualifications) with a robust benefits package, including:

- Generous paid time off, including 20 vacation days/year starting your second year (15 days in year one), as well as wellness time, 3 personal days, and holidays
- 100% of medical, vision, and dental insurance, long-term disability, and group life insurance covered, including an Employee Assistance Program
- 403(b) retirement plan pre-tax distribution with a 3% gross salary match funded by SAL
- Flex time as appropriate
- Hybrid/remote schedule as appropriate with a laptop and support for some home office equipment
- Support and budget for professional development and growth

Hiring Process and Timeline

We will begin scheduling phone interviews in late March with in-person interviews to follow. Finalists will be invited to a final round of interviews with SAL's departmental teams, and we will make an offer shortly thereafter. Ideally, the selected candidate will begin in early May.

To Apply

Send a resume and cover letter that tells us why this position is a good fit. Resumes submitted without a cover letter will not be considered.

- Submit applications electronically in one PDF document to salhr@lectures.org. The email subject line should be “SAL Finance & Operations Director.”
- Open until filled. For best consideration, please submit no later than 9 p.m. on March 26, 2023.

Find out more

- [Learn about upcoming SAL events and current programs.](#)
- [Read our Annual Reports, Audited Financials, our Strategic Plan, and more.](#)



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