



## Director of Finance and Administration

**Reports to:** Executive Director

**Manages:** Accounting staff

**Work Location:** Chicago, IL (in-office)

### **ABOUT MARWEN**

Marwen educates and inspires young people through out-of-school visual arts, postsecondary, and career pathway programs for young people from nearly every neighborhood in Chicago. The no-cost programs engage 6th-12th graders annually in an 8-studio facility at 833 North Orleans. Teaching artists and program teams utilize the tools of creative youth development to facilitate programming in a wide range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media.

### **SUMMARY**

The Director of Finance and Administration holds primary responsibilities in finance and accounting management with additional responsibilities in human resources administration. Working closely with budget managers and the Board, the Director will further the mission and values of Marwen through financial leadership and strategic administration. The Director serves as the staff support to the Finance, Investment, and Audit Committee of the Board (FIAC).

As part of the management team, the Director will plan and support the implementation of short- and long-term strategic direction for Marwen. The Director will advise management regarding revenue enhancement and cost containment strategies. The Director will lead the development and administration of human resource procedures and guidelines to help align the team with the strategic goals of the organization.

### **RESPONSIBILITIES**

#### *Finance and Accounting Leadership*

- Lead day-to-day finance operations ensuring compliance with appropriate GAAP standards and regulatory requirements for nonprofit organizations while maintaining internal control and safeguards.
- Coordinate all audit activity, ensuring compliance with all local, state, and federal financial reporting requirements (including tax reporting).
- Co-lead Marwen's annual budgeting process with the Executive Director. Coordinate forecasting, budgeting, budget management, and cost controls. Recommend benchmarks for measuring the financial and operating performance of departments.
- Analyze financial data and present financial reports in an accurate manner and communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep budget managers abreast of Marwen's financial status; interpret financial data, support forecasting needs, and recommend changes to improve systems, financial performance, and reporting and aid in decision making.
- Engage the FIAC around issues and trends in financial operating models and delivery.
- Collaborate with development staff on grant submissions by providing financial information and ensuring expenditures are aligned with grant and program budgets throughout the grant/fund period.

## **RESPONSIBILITIES**

### *Finance and Accounting Leadership (cont.)*

- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Manage organizational cash flow forecasting and keep the FIAC apprised of cash requirements.
- Ensure compliance with all bond covenants and reporting requirements.
- Oversee lease agreement provisions with rental tenant.

### *Administration*

- Research and establish a competitive array of cost effective and relevant employee benefits.
- Assist employees with claim issues, develop and schedule benefits orientations and other benefits training, and ensure compliance with annual reporting requirements.
- Maintain and update employee-related databases, personnel files, and the employee handbook.
- Support managers in the hiring and onboarding process, advising on appropriate compensation benchmarked to the Chicago nonprofit market.
- Ensure compliance with all existing governmental and labor legal and government reporting requirements.

### *Team Leadership*

- Work closely with the operations team to support facilities and technology needs.
- Provide leadership in strengthening internal communications.
- Create and promote a positive and supportive work environment.
- Participate in developing department goals and measurements that support the accomplishment of the organization's strategic goals.

## **QUALIFICATIONS/REQUIREMENTS**

- Seven to ten years of progressive managerial experience in the areas of nonprofit finance and administration
- A proactive, hands-on strategic thinker who will own, in partnership with the Executive Director, the responsibility for finance and administration
- Minimum of a BA; CPA and/or MBA preferred
- Experience with QuickBooks Online
- Exceptional leadership skills with the ability to inspire others and to serve as a thought partner to the Executive Director and board members
- Operational mindset with a passion for driving even the most challenging efforts forward; an ability to identify organizational priorities and make strategic decisions
- Strategic financial acumen with the ability to assess financial health
- Strong interpersonal skills with the ability to develop productive relationships with stakeholders across functional and organizational lines
- Excellent communication skills with an ability to communicate complex information effectively
- Keen analytic, organizational, and problem-solving skills
- Personal qualities of integrity, credibility, and commitment to Marwen's mission

The compensation for this position is \$85-100K annually commensurate with experience, generous PTO, full health benefits, and retirement plan match.

Marwen is an [equal opportunity employer](#) committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color. Please send a resume and cover letter to [wmoran@marwen.org](mailto:wmoran@marwen.org) with the subject line "Director of Finance & Administration." The deadline for submissions is July 2, 2021.