

Chief Financial Officer (CFO)

Fresh from its 60th Anniversary Season, Baltimore Center Stage (BCS) seeks an experienced and innovative professional to join the theater as Chief Financial Officer (CFO).

The State Theater of Maryland, and a LORT B Theater with deep roots in its home city, BCS is building on a legacy of artistic excellence and inclusion to redefine what a vibrant cultural and civic anchor can be for the post-Covid generation. BCS is committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.

This position is a key leader on the BCS team, managing financial, administrative, and operations functions. A successful candidate will help the team raise the standard of accuracy in process, narrative in reporting, and team culture-building to grow the institutional health of this flagship cultural organization in Greater Baltimore.

The CFO reports to the Managing Director and collaborates closely with the full senior team.

Compensation:

The salary is \$90,000-\$95,000 per year plus company health benefits and paid time off. This is a year-round exempt position and is not eligible for overtime. Currently, Baltimore Center Stage's administrative staff work in a hybrid format: three days in the office and two days from home.

Duties and Responsibilities:

The CFO is responsible for overseeing the Finance, HR, Facilities, and IT operations of the BCS theater institution, including managing two functional leads plus their own team of two. Through this work and in collaboration with a wide network of partners and stakeholders, the CFO will contribute to the comprehensive strategy created by the Managing Director to deepen and sustain BCS' organizational sustainability and resilience.

Key Responsibilities (including but not limited to):

Finance:

- Manage a team of two Finance/HR personnel
- Manage multiple Board committees (Finance, Investment, and Audit) to provide transparency into the financial health of the organization
- Monitor and manage all financial aspects of the organization including operating, capital, and any campaign related funds
- Schedule and manage the annual budgeting process for the institution
- Create and facilitate reporting and projections for the institution, raising the standard for accuracy and clarity to support leadership and Board decision-making
 - Review monthly budget variance reports and re-project expected budget performance quarterly
 - Project cashflow and manage cash needs and short-term investments
 - Prepare and review grant budgets and grant reporting as requested by the Development office
- Maintain and improve a practice of strong financial operations

- Maintain all financial transactions (including in-kind transactions) and financial positions in the accounting system (Sage Intacct)
 - Select and maintain banking and custodial relationships
 - Maintain sound payroll practices and facilitate the weekly payroll
- Develop and manage operating budgets for administrative costs, payroll, fringe benefits, taxes, miscellaneous income, investment income, and other administrative activity. Develop and manage capital budget.
- Direct endowment managers and custodial management working closely with the Board Investment Committee
- Select insurance programs to minimize risk and costs. Maintain insurance relationships and manage claims against the insurance.
- Coordinate year-end annual audit and 990 preparations
- Ensure proper 1099 and W2 reporting
- Manage Local and State regulatory and licensing requirements
- Other duties as required

Human Resources:

- Cultivate a workplace culture where employees can do their best work and bring their whole selves to work in service of mission impact and institutional success
- Supervise the administration of the Center Stage Retirement Plan & Trust, including preparation of annual census, payments, reports, filings, and amendments
- Manage benefit provider selections. Manage agent and vendor relationships for pension, health and other insurances, and unemployment and worker's compensation insurance
- In collaboration with Finance & HR Associate:
 - Develop and maintain sound and efficient recruiting practices to attract/select top talent and manage recruitment costs.
 - Develop and maintain all personnel related policies and procedures, creating and distributing an annually updated employee handbook.
 - Develop and facilitate an annually cyclical performance feedback program for all full-time employees
 - Facilitate solutions for all employment issues which includes conflict resolution up to and including termination
 - Communicate to the full staff about workplace scheduling updates, including company holidays, weather-related closures, etc.

Operations:

- Manage the organization's Facilities lead and their team to ensure the smooth performance of all facilities-related functions for the theater and its housing
 - Support the team's responsibility to set up, support, and break down for program and donor events
 - Support the selection and maintenance of facility vendor relationships
 - Support the creation and management of the annual facility budget
 - Ensure BCS facilities are code compliant
- Manage the organization's Information Technology led to ensure institutional productivity and smooth digital operations for internal and external users
 - Support the creation and management of the annual IT budget
 - Provide oversight of IT controls and cyber-attack mitigation
 - Ensure proper business continuity plans are in place and actionable

- Maintain involvement in all large software purchases and other vendor selections
 - Provide oversight of data management including best practices for archival/retrieval
 - Support system outages and solutions and the process of responding to helpdesk requests
- **Preferred Experience:** Minimum of six (6) years of diverse experience in both Finance and HR.
 - Significant experience in nonprofit accounting, including fund and grant accounting, compliance, and reporting. Nonprofit Arts experience preferred.
 - Bachelor's or advanced degree in finance, accounting, HR or other related fields, or equivalent experience required. MBA or CPA highly desirable.
 - HR training with HR certification preferred.
 - Experience with financial accounting and payroll systems like Sage Intacct, ADP, Bill.com, and strong Microsoft Excel skills.

Competencies:

- **Leadership** Strong emotional intelligence has a vision which aligns with mission execution, and able to plan for future risks and opportunities (strategize).
- **Financial Storytelling** Understands and can communicate with clarity about complex financial conditions to staff, board, and funder stakeholders
- **Mental Agility** Able to process information timely as change impacts a plan and can navigate multiple/competing perspectives toward a solution.
- **Self-Directed (Strategic & Goal-Oriented)** Can work without supervision, is internally motivated, can foresee pitfalls and future obstacles before they happen, follows through on projects all the way to completion.
- **Ethics** Represents the ethics as a model for other BCS Employees (interpersonal ethics, work ethic, and financial ethics)
- **Performance** Understands the measures of success for the department, can speak to them with accuracy, and meets or exceeds them.

Hiring Process:

For application, please send a Resume and cover letter to adminjobs@centerstage.org. To be considered both a Resume and cover letter are required.

Interviews will be conducted on a rolling basis and will include conversations with the Managing Director as well as other members of BCS staff. The posting will remain open until the position is filled.

About Baltimore Center Stage:

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Managing Director Adam Frank and Artistic Director Stevie Walker-Webb. BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and through engaging and inspiring youth and community programs. Everything we do at BCS is led by our core values—the chief among them being Access for All.

Baltimore Center Stage is an equal opportunity and affirmative action employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability, or genetics. In addition to federal law requirements, BCS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage applications from people of color and members of underrepresented groups.

Revised 3/27/2024