Director of Finance & Administration

National Dance Institute

Employment Type: Full-Time

Reports to the Executive Director

National Dance Institute (NDI) is seeking a results-driven, hands-on, strategic thinker to serve as its Director of Finance & Administration (DFA). The DFA will be a key member of the senior leadership team, overseeing fiscal management, human resources, IT and facilities. The individual will be responsible for developing agency-wide strategies to maximize program income, control expenses and insure compliance with government and private grants. Along with finance, the DFA will manage the staff handling NDI’s facilities and human resources.

The individual will report to the Executive Director and will work closely with the program and development staff as well as the Board of Directors and in particular the Finance, Investment and Audit Committees of the Board. The position offers a great opportunity for a dynamic, engaging and accomplished, team player who is enthusiastic about being part of an established and growing organization.

Responsibilities:

Financial Management

- Serve as Financial Advisor to the Executive Director, Artistic Director, Senior Leadership Team, and Board, providing recommendations and creating a long-term financial strategy for NDI.
- Institute financial stability based on strategic financial analysis forecasting, and modeling.
- Lead and approve the preparation and finalization of the monthly, quarterly and annual budgets aligned with our strategic goals, training staff on budgeting as needed and effectively communicating overall budget for the Finance Committee of the Board and the full Board of Directors.
- Implement all Finance functions including accounting, internal control, reconciliation, journal entries, payroll and other regularly recurring financial operations.
- Assess, oversee, and, as needed, enhance budgeting, forecasting, and cash flow processes for the organization.
- Develop grant- and contract-specific reporting structures to maximize revenue.
- Coordinate audit activities with outside auditing firms, internal finance team, and the Audit Committee of the Board.
**Investment Management**

1. Liaise with the Investment Committee of the Board and keep abreast of investment policies.
3. Calculate and report investment returns.
4. Monitor banking activities of the organization.

**Administration and Operations**

- Oversee administrative services including HR, payroll and benefits.
- Manage the agency’s janitorial and facilities staff to ensure a safe and sound physical environment.
- Drive operational excellence across the organization, evaluating, refining, creating and/or supporting systems and processes to ensure efficiency and effectiveness as NDI grows in size and complexity
- Ensure that NDI Rental Program is managed effectively.
- Lead technical consultants to successfully meet the agency’s IT needs and to plan for the future.

**Qualifications**

- Deep commitment to the values of National Dance Institute and open-mindedness and curiosity to more deeply understand the constituents served by NDI.
- 10+ years of experience in a senior level financial management and leadership role, overseeing the financial and administrative functions of complex organizations.
- Thorough understanding of generally accepted accounting principles and procedures (GAAP), business and administrative practices, and nonprofit environments.
- Advanced knowledge and understanding of fee for service strategies
- Proven ability to build a team environment through supporting and mentoring staff to best support the organizational needs and their professional development.
- Strong interpersonal and written communication skills with the ability to communicate technical budget and financial information to board members and staff.
- Experience working with information technology staff to manage finance and accounting software packages; advanced knowledge of QuickBooks Online nonprofit accounting software.
- Ability to work as an effective team member in a results-oriented, energetic fashion.
- Sound judgment and a genuine commitment to the mission of NDI.
- A Bachelor’s degree is required; advanced degree in a related field, CPA, or MBA preferred.
Salary - $125,000 Annually

Please include a resume, cover letter, and a writing sample to dpinci@nationaldance.org.

NDI is an equal employment opportunity employer. Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude, and experience. We do not discriminate on the basis of race, religion, creed, color, national origin, sex, age, disability, marital status, familial status, military status, domestic violence status, sexual orientation, predisposing genetic characteristics, or any other factor protected by applicable federal, state or local law.