POSITION: DIRECTOR OF ADMINISTRATIVE OPERATIONS

ABOUT THE ARTS AND EDUCATION COUNCIL
The Arts and Education Council (A&E), founded in 1963, is the only privately funded arts umbrella organization serving the 16-county, bi-state St. Louis region. With the funds it raises, A&E annually provides essential funding to nearly 70 nonprofit arts and arts education organizations, offering millions of experiences in music, theater, dance, film, literary arts, visual arts and outreach programs for both children and adults in the region.

JOB SUMMARY
Reporting to the President/CEO, the Director of Administrative Operations maintains up-to-date donor information in A&E’s database to enhance the fundraising efforts of the Arts and Education Council.

A&E seeks an individual with exceptional skills in administrative and organizational management, a commitment to accuracy and a keen attention to detail. Responsibilities include facilitating the productivity and efficiency of the organization’s administrative, financial, human resource and management needs. The ideal candidate has excellent administrative skills, is a creative problem solver, has broad knowledge of organization operations and policy, solid technical skills and executive experience. The Director of Administrative Operations interacts with a wide range of board members, donors, staff, grantees and tenants.

The ideal candidate will possess a Bachelor’s degree or equivalent experience with a minimum of 5 years of successful, progressively responsible experience managing the administrative functions of an organization in a nonprofit organization or a small business.

The individual will be well-organized, attentive to detail, with an ability to work in an environment of scheduled deliverables where requirements can change. Advanced Microsoft Office experience and strong Accounting and Bookkeeping skills, especially accounts payable and receivable and monthly financial reports is essential.

Strong communication and interpersonal skills, with the ability to clearly convey concepts and procedures and to build effective working relationships will be essential, as will the ability to work well under pressure, and to prioritize and complete tasks independently with little direct supervision. This will require strong organizational, analytical and problem-solving skills, with ability to think creatively and strategically.

A&E is seeking a candidate who is flexible and can collaborate with a close-knit team of highly motivated individuals who work to “keep art happening” in our community.
DUTIES AND RESPONSIBILITIES

Administration
- Supervise Database Operations team (two direct reports) to ensure all data processing, online contributions, acknowledgement letters, invoices, renewal letters, and donor reports are entered and sent in a timely manner.
- Maintain vendor files
- Executive Support
  - Board
    - Plan and assist in communication and coordination of all meetings of the Board of Directors, and board committees: Executive, Finance, Governance, Grant and Strategic Planning meetings
  - President/CEO
    - Provide administrative and project support to the President.

Building and Office Operations
- Manage suppliers and vendors related to building needs including:
  - Coordinate and manage IT infrastructure in conjunction with suppliers
  - Coordinate and manage building vendors and maintenance
  - Serve as A&E’s liaison to tenants in the Centene Center for the Arts
- Manage suppliers and vendors related to A&E’s office needs

Financial
- Reconcile daily donations and confirm all ACH, lockbox and deposits
- Monthly reconciliation reports
- Prepare checks for signature
- Monthly bank reconciliations
- Assist in annual audit preparation
- Manage accounts payable and receivables
- Send monthly tenant invoices
- Annual budget preparation and monitoring
- Prepare monthly reports for Finance Committee and Board of Directors

Human Resources
- Manage/Coordinate communications with outside plan providers for all employee benefit packages (Health, Dental, Life, AD&D, STD, LTD and 403b plan)
- Manage payroll for all employees through outside payroll provider.
- Maintain Personnel Files including vacation and sick leave.

SELECTION CRITERIA

- At least five (5) years administrative and financial management experience at the executive level.
• Bachelor’s degree or commensurate experience preferred with an interest in nonprofit organization administration and/or the arts. Knowledge of St. Louis community a plus.

• Proficiency in donor database systems, Raiser’s Edge preferred

• Proficiency in accounting software systems, Financial Edge preferred

• Excellent command of Microsoft Office Suite software

• Ability to work with flexibility and to multi-task as needed to perform as an integral member of the team.

• A self-starter with excellent planning and organizational skills who can work independently and prioritize multiple responsibilities and meet deadlines under pressure with an attention to detail.

• Superb communication, administrative, technical skills.

• Excellent communication skills, including verbal and written. Ability to work with confidential data of an extremely sensitive nature.

• Professional personal and phone demeanor.

• A demonstrated interest in the arts, strong computer skills and a good sense of humor are assets to this rewarding position. Flexibility required.

The Arts and Education Council is an equal opportunity employer and offers a competitive salary range with a suite of excellent benefits including retirement plan with employer contribution, medical leave, health, dental, life and disability insurance and vacation with free parking.

Full time – 37.5 hours/week

To apply submit resume with cover letter referencing Director of Administrative Operations, Arts and Education Council in digital format to Recruitmail@staffingsolutionsinc.com.

For more information about the Arts and Education Council, please visit www.KeepArtHappening.org.