EXECUTIVE POSITION PROFILE

POSITION
Chief Financial Officer

APPLICATION DEADLINE
February 28, 2022

COMPENSATION
$130,000 - $140,000

BRIEF
Ballinger | Leafblad is pleased to conduct the search for Chief Financial Officer at Arts Midwest, a regional nonprofit arts organization headquartered in Minneapolis, MN.

LOCATION
Open to Remote. HQ in Minneapolis, MN. Must reside in one of Arts Midwest’s regional states (IL, IN, IA, MI, MN, ND, OH, SD, WI) or in a Native Nation that shares this geography.

CONTACT
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Creativity Amplified.

ORGANIZATIONAL OVERVIEW

Arts Midwest is a growing regional arts organization that promotes creativity, nurtures cultural leadership, and engages people in meaningful arts experiences through its grantmaking, programs and services. Based in Minneapolis, Arts Midwest grows, gathers, and invests in creative organizations and communities throughout the nine-state region of Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin. One of six nonprofit United States Regional Arts Organizations, its history spans more than 35 years. Arts Midwest is guided by a mission that centers creativity, leadership, and thriving Midwestern communities, and by a set of values that are rooted in equity, trust, and learning.

A nonprofit organization with an operating budget of ~$10M, Arts Midwest receives major support from the National Endowment for the Arts (NEA) and provides regional sponsorship of programs such as The Big Read. Additionally, it receives funding from other governmental organizations, private foundations and corporations, and individual donors. Arts Midwest partners with and supports the following member state arts agencies: Illinois Arts Council Agency, Indiana Arts Commission, Iowa Arts Council, Michigan Council for Arts and Cultural Affairs, Minnesota State Arts Board, North Dakota Council on the Arts, Ohio Arts Council, South Dakota Arts Council, and Wisconsin Arts Board. Learn more at www.artsmidwest.org.

| 2021 at-a-glance | $7.4M funding granted | 524 organizations supported through grantmaking | $9.4M FY21 operating budget |
HISTORY

Arts Midwest is one of six place-based nonprofit arts service organizations that are collectively known as United States Regional Arts Organizations (US RAOs). US RAOs were created by state arts agencies and the National Endowment for the Arts in the 1970s in order to facilitate greater access to a richer variety of arts experiences that transcended state boundaries and reimagined opportunities for place-based funding.

US RAOs work across the country to activate and operate national arts initiatives, encourage and support collaboration across regions, states, and communities, and maximize the coordination of public and private resources invested in arts programs. Major funding for US RAOs is provided by the National Endowment for the Arts (NEA), the National Endowment for the Humanities (NEH), and other public and private funders.

Since its founding in 1985, Arts Midwest has partnered with the nine state arts agencies in its region to connect people and communities of all sizes to creative experiences.

For a more recent historical perspective, read about 2021’s Year In Review here.

PROGRAMS & SERVICES

Arts Midwest invests in efforts that use creativity to connect people, ideas, and solutions. Focusing on its nine state region, Arts Midwest shares data and ideas to support Midwestern communities in being more visible, sustainable, and interconnected. Through arts grantmaking, creative programming, resource development and collaborative partnerships, its grants and programs reach more than half a million people annually.
MISSION

Arts Midwest promotes creativity, nurtures cultural leadership, and engages people in meaningful arts experiences, bringing vitality to Midwest communities and enriching people’s lives.

VALUES

- Equity
- Integrity
- Learning

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & ACCESS

As part of our ongoing commitment to diversity, equity, inclusion, and access, in August 2020, the Arts Midwest Board of Directors adopted the National Arts Strategies Racial Equity Principles as core guiding principles for our programs, strategies, and operations.

The NAS Racial Equity Principles were created by a global group of NAS Chief Executive Program alumni, including Arts Midwest’s President & CEO Torrie Allen. The principles were created to help the arts and culture field advance racial equity and are the product of a year-long effort of listening, writing, and refining. Learn more about these principles here.

ORGANIZATIONAL CULTURE AND VALUES

Like all organizations today, Arts Midwest is adapting in response to the pandemic, as well as evolving social constructs and shifts in the labor market. In the spring of 2022, its headquarters will relocate to an office on Lake Bde Maka Ska in Minneapolis. Currently, most staff work remotely by choice, although the office remains accessible. In the future, the vision for Arts Midwest is a work environment that is less place-based, and more about giving staff the autonomy to work when and where they are most effective. That said, the Minneapolis headquarters will be a hub for convening, collaboration, ideation, and inspiration. Its location offers an ideal setting for activity and connection. Perhaps, walking meetings around the lake will become the norm!

Amidst this evolving landscape, Arts Midwest is currently developing a new Strategy Frame (strategic plan/outline) to clarify its priorities and guide the organization into the future. As part of that work, the organization has adopted the following core values:

Equity

We commit to actionable, measurable, and reportable ways to respect, honor, and embrace all of humanity.

Integrity

We approach our partners and each other with a spirit of cooperation, trust, humility, and accountability.

Learning

We value learning, growing, and risk-taking. We commit to having brave conversations with our partners and each other.
SUMMARY

Arts Midwest is growing and seeks a Chief Financial Officer (CFO) to develop and oversee its financial systems and strategies. The CFO will be a thought partner and strategic advisor who supports the organization’s scaling and continued growth. The CFO will have both a day-to-day and strategic impact on company operations, providing financial analysis, short- and long-term planning, and nonprofit sector expertise to strengthen its financial position. The ideal candidate will have keen insight into the trends and opportunities in philanthropic funding, and substantial experience working with government grants and contracts. Additionally, the successful CFO candidate is a compelling public speaker with has a track record of effectively communicating complex financial information to a variety of audiences including board members, funders, donors, partners, staff, etc.

As a member of the senior leadership team, the CFO is a highly-visible role that will model Arts Midwest’s values and demonstrate cultural competency and empathy, in addition to business acumen, operational effectiveness, and strategic thinking. This is the perfect role for an engaged, curious, agile, and approachable leader who values learning and embraces opportunities to share knowledge. As a mentor and coach, the CFO will contribute to enhancing financial acumen across the organization.

MANAGEMENT RESPONSIBILITIES

The CFO reports to the President and Chief Executive Officer. Direct Reports to the CFO are the Controller, Finance Manager, and Administrative Coordinator (.5 FTE).

ESSENTIAL RESPONSIBILITIES

Planning & Projecting

- Create measurable annual and multi-year financial goals that align with the organization’s strategic direction.
- Research revenue opportunities and economic trends, analyze internal operations, and identify areas of cost reduction and process enhancement.

Financial Operations

- Work with Controller and management team to develop organizational and program budgets and manage grant compliance and reporting.
- Perform risk management through analysis of company investments, liabilities and operations.
- Monitor performance with tracking, establish corrective measures as needed, and prepare detailed and summary reports, both current and forecasted for board meetings, monthly company updates and as needed by staff.
- Lead the development and use of best-practice policies, practices, and tools that ensure a well-controlled yet flexible organization with strong fiscal management, project management, cross-team communications and workflow efficiency.
- Lead annual audit and ensure compliance with federal, state, and local financial requirements by studying existing and new legislation, enforcing compliance and taking action.

Team Leadership & Supervision
• Provide leadership, decision-making, and general guidance to staff and direct reports. Set goals and objectives, and monitor performance, and ensure job descriptions are accurate.
• Encourage and facilitate employee growth and development.
• Collaborate with management team on staffing plan necessary to achieve outcomes.
• Serve as primary liaison to Finance Committee, collaborating with Treasurer and President & CEO on schedule, agendas, and materials.

Organizational Integration
• Work with Vice President on revenue allocation, draw down, and indirect cost rate strategy.
• Collaborate with Chief Administrative Officer on compensation strategy, payroll processes, and risk assessment.
• Provide coaching and training to ensure staff demonstrate best practices in budget management and monthly financial processes.
• Collaborate with Development team on grant reporting requirements.

Diversity, Equity, Inclusion & Access
• Demonstrate personal commitment to grow and develop intercultural competence.
• Seek opportunities for all staff to grow and make change together.

Organizational Culture
• Model the organization’s values and encourage collaborative, transparent communication across the organization.
• Represent the organization nationally, regionally, and locally, in the community, with funders and stakeholders, as applicable.

DESIRED QUALIFICATIONS
• Bachelor’s degree in Accounting/Finance. MBA preferred. CPA is a plus.
• 8+ years’ work experience with general accounting/finance concepts and practices.
• Demonstrated functional expertise in nonprofit accounting and finance principles.
• Prior experience leading a nonprofit accounting/finance team and working with a board/finance committee is strongly preferred.
• Proficiency working with diverse philanthropic revenue sources, including government contracts and grants, restricted funding, private foundations, corporations and individual donors.
• Competency with accounting software (Arts Midwest uses Intacct) and standard digital tools such as databases and web-based software.
• Comfortable using video communication (Zoom) and project management (Asana) tools, adapting workflow to maximize effectiveness of digital collaboration.
• Experience negotiating contracts and managing external vendor relationships.
• Evaluative skills to review, analyze, and make recommendations around programmatic efforts from a strategic financial perspective.
• Seasoned supervisory skills including the ability to effectively manage remote staff.
• High ethical standards with the ability to maintain confidentiality, ensure data privacy and secure sensitive information.
CORE COMPETENCIES AND COMMITMENTS:

**Adaptability**: willingness to embrace change, test new ideas, and learn new ways of working.

**Collaboration**: eagerness to share resources and work with others toward organizational goals.

**Fluency with technology**: understanding that much of our work occurs in digital systems, which require ongoing learning.

**Alignment with values and mission**: understand and embrace our values and mission, in particular how they reflect our commitment to equity, diversity, inclusion and accessibility.

**Sharing power**: comfortable taking on leadership and followership roles.

LEADERSHIP COMPETENCIES

Additional expectations for this leadership role:

**Activates Change**: Highly adaptable and able to quickly assess situations and determine how to move objectives forward. Actively breaks down cultural and operational barriers to change while communicating and reinforcing the objective in ways that help people understand and embrace it.

**Champions Innovation**: Constructively challenges the prevailing wisdom or accepted ways of doing things. Pushes the organization to identify new approaches and uncover unconventional ideas that drive value using data and insights. Supports well-reasoned risks and new ideas.

**Makes Sound Decisions**: Possesses strong intellectual curiosity and the ability to analytically, conceptually and critically evaluate information to determine relative strengths and weaknesses of ideas and proposals. Comfortable managing ambiguity and balancing action with the appropriate level of risk.

LOCATION / TRAVEL

Arts Midwest is headquartered in Minneapolis, MN. Some travel within the region for board meetings is required (3-4 times/year.)

Arts Midwest is open to a remote work arrangement. However, candidates must live in the Arts Midwest’s nine-state region, and some travel to headquarters will be expected for in-person meetings, retreats, etc.

COMPENSATION AND BENEFITS

The compensation includes annual salary of $130,000 - $140,000 and participation in the organization’s comprehensive benefits plan.

Arts Midwest is committed to maintaining a workforce that is diverse across many lines of difference. People of color, indigenous people, veterans, and people with disabilities are strongly encouraged to apply for positions.

Ballinger | Leafblad is pleased to conduct this search for Arts Midwest. Please send cover letter & resume to Jen Hanlon Ash, Partner - jen@ballingerleafblad.com. All inquiries will remain confidential.