

Position Title: Director of Finance & Administration

Reports To: Executive Director

Location: Fort Worth, Texas

Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We are committed to creating an inclusive, welcoming, and respectful environment for all employees.

What We Have to Offer You

- Benefit package which includes health insurance, time off benefits, and a 403B plan (including a match within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to the arts, our community and to achieving the organizational mission.

Position Description

The Director of Finance and Administration is part of the executive leadership team, reporting directly to the Executive Director of Texas Ballet Theater and working in partnership with the Artistic Director, Executive Board Leadership and the Department Heads for Development, Marketing and Ticketing, and Schools. Director of Finance and Administration will help execute the strategic vision that supports Texas Ballet Theater's artistic mission and values.

The successful candidate will be a highly motivated, detail-oriented leader able to manage the financial infrastructure that supports the ballet's multiple programs as well as other responsibilities such as but not limited to operational budgeting, financial audits, investments, financial analysis and cash management. The Director of Finance and Administration supports the Executive Director's leadership and strategic vision while providing direct financial and administrative management to the Company.

Essential Duties and Responsibilities include, but are not limited to:

- The Director of Finance and Administration is responsible for developing and achieving the annual budget for Texas Ballet Theater across all departments that implement Texas Ballet Theater's mission statement, artistic vision and strategic plan by working collaboratively with the department heads.
- Ensures the financial stability of Texas Ballet Theater by developing and implementing successful earned and contributed income strategies and ensuring strong financial and accounting controls.
- Ensures Texas Ballet Theater is operating in a financially prudent and ethical manner to achieve the specific revenue and expenditure goals set forth in the annual budget approved by the Board.
- Provides oversight of Facility Operations and Human Resources as well as the Finance Department, including cash management, payroll, retirement program, general ledger entries, accounts payable and accounts receivable functions.
- Provide hands-on oversight and management of the financial systems of the company, including but not limited to: cash management, collection of all revenues and fees, payment systems, accounting processes, and banking and investment relationships.
- Along with the Executive Director, ensuring the Board is kept fully informed on the financial condition and operation of the Ballet, and on all important factors influencing them. Attend monthly meetings of the Board of Directors and the Finance Committee.
- Delivery of monthly financial reports, including Statement of Financial Position, Statement of Activities with comparison to budget, Rolling Cash Forecast and executive summary of monthly activity to the Finance Committee and Board of Directors.
- Assists in developing short and long-range financial goals, operating plans, policies and objectives in support of the goals adopted by the Board.
- Ensure that all funds, physical assets and other property of the organization are appropriately safeguarded and managed.
- Arrange and coordinate with the external audit firm the annual financial audit and preparation of Form 990.
- Monitor and analyze budget-to-actual expenditures.
- Administer cash flow and asset management programs.
- Oversee establishment and maintenance of internal controls, policies and procedures and keep current on all state and federal requirements.
- Review all major contracts and expenditures to ensure reasonableness and cost-effectiveness of purchases or goods.
- Train department heads in budget preparation to increase their fiscal responsibility and development.
- Oversight of the Ballet's employee benefit administration, including the 403b plan.
- Oversight of the Ballet's insurance policies.
- Maintains control of the organizations credit card access, limits, reporting and documentation.

The Ideal Candidates Competencies

- A proven track record of six to ten years progressive experience managing finance, accounting and budgeting, preferably in a non-profit setting.

- Ability to communicate clearly and effectively to diverse audiences. Excellent oral and written communication skills, including the ability to present fiscal information and reports to the Board and other groups, both internally and externally.
- Balance multiple demands, prioritize tasks and retain clear focus.
- A proven track record of personal and professional integrity.

Qualifications:

- Bachelor's in Accounting, Finance or Business field from a college or university. Master's degree preferred. CPA designation strongly preferred.
- Demonstrated experience in financial management of a large organization with preference in performing arts and non-profit, including demonstrated knowledge of business operations, budgeting and financial controls.
- Strong affinity with the performing arts community including:
 - Appreciation for, and a significant knowledge of, non-profit performing arts.
 - Sensitivity to the importance of artistic excellence as a primary goal of Texas Ballet Theater.
- Successful prior profit and loss responsibility with a keen sense of budgets and balance sheets, and a history of managing an organization for fiscal strength.
- History of using data, financial indicators/analysis to evaluate strategic options and managing cash flow.

Represent TBT with integrity, credibility, and curiosity.

Interested candidates should submit a resume, cover letter, and portfolio of relevant work. Only shortlisted candidates will be contacted for interviews.