



**GENERAL MANAGER AND CHIEF FINANCIAL OFFICER
SANTA ANA, CALIFORNIA**

www.saintjosephballet.org

ORGANIZATION

Saint Joseph Ballet is one of the most progressive arts-for-youth organizations in the country, touching the lives of over 60,000 underserved youth since its founding in 1983. It operates in a custom-built 21,000 square foot facility in Santa Ana's Museum District. Its projected budget for the 2008 - 2009 fiscal year is \$2.3 million with an excellent financial position. Saint Joseph Ballet has no religious affiliation. Its mission is simply to empower low-income youth from diverse backgrounds to strengthen self-esteem, self-discipline, and a sense of accomplishment through dance, academic, and family programs. The organization's strong commitment to excellence is reflected in a cutting edge dance education curriculum, supportive tutoring, college scholarship programs, community workshops, student counseling and crisis intervention services for families. With its mission in mind, Saint Joseph Ballet focuses on its core values:

- ◆ **Respect:** *We believe in the unique richness of each individual and encourage his or her greatest potential.*
- ◆ **Excellence:** *We are dedicated to creativity and high quality results.*
- ◆ **Community:** *We nurture a spirit of belonging and foster understanding among diverse communities.*
- ◆ **Stewardship:** *We take good care of the precious resources entrusted to us.*

Since 1983, Saint Joseph Ballet has been changing lives. By integrating year-round dance training with academic assistance and family services, Saint Joseph Ballet offers a creative alternative to youth who might otherwise fall victim to destructive behaviors. Youth who participate in Saint Joseph Ballet's programs gain self-confidence, improve their grades and acquire skills that help them graduate from high school and attend college at a significantly higher rate than their peers nationally. Many of the 375 students who attend Saint Joseph Ballet each year live with parents who work two or more jobs and share a small one or two bedroom apartment with other relatives or families. For parents struggling with the pressures imposed by poverty, it can be difficult to provide the time and resources their children need to achieve successful and productive lives. This is where Saint Joseph Ballet rises to meet the needs of its community. Through the generous charitable contributions of individuals, corporations and foundations, students receive much needed programs and support, and nearly all students participate free of charge.

Saint Joseph Ballet is known for its high quality arts programming. The organization is an active participant in the field of contemporary/modern dance in southern California and the country. Yearly it commissions new work by choreographers and other collaborating artists who are leading the discourse in the genre of contemporary dance. With the same intent, the organization serves as a center that provides opportunities for local dance artists committed to experimental choreography.

Saint Joseph Ballet's impact doesn't stop at high school graduation. All students who participate with Saint Joseph Ballet through high school and graduate with at least a 2.5 GPA are eligible to receive scholarship support from Saint Joseph Ballet. Since 1998, 93% of Saint Joseph Ballet's high-school graduates have gone on to college or pursued professional training in the arts. During college, alumni continue to receive mentoring and guidance from staff, older alumni and community volunteers. By 2008, Saint Joseph Ballet anticipates that more than 180 of its alumni will either be attending college or will have graduated – most the first in their families to do so.

Saint Joseph Ballet's vision is expanding to embrace the strength of its alumni. They are future volunteers, supporters, employees and board members who are graduating from college and joining the workforce in fields such as engineering, education and the arts. These alumni are Saint Joseph Ballet's strongest advocates and greatest proof of the success that happens day after day and year after year. As long as Saint Joseph Ballet is able to continue fulfilling its mission, at-risk youth will be able to continue leaving behind a life hindered by poverty's imposing obstacles, and embrace a life filled with hope and opportunity. Celebrating its 25th year, the organization is now focused on expanding its influence by attracting more national visibility. Based on the success of its unique model, Saint Joseph Ballet is embracing a major re-branding initiative to ensure that its programs and impact continue to be felt for years to come.

POSITION SUMMARY

The General Manager and Chief Financial Officer (GM/CFO) will manage Saint Joseph Ballet's day-to-day and long-term finance, human resources, and operations, ensuring well-grounded business and financial practices and systems that further develop a strong and well-balanced management. Reporting to and partnering with the Executive & Artistic Director, this individual will ensure the administrative stability of the organization, providing mechanisms for decision-making and problem solving based on careful financial and strategic analysis. Complementing the efforts of the staff, the position plans, develops, organizes, implements, directs and evaluates the company's Finance, Human Resources, Administration and Information Technology functions. The GM/CFO will be a hands-on leader who also works with the Executive & Artistic Director on the strategic planning process and business development for this growing enterprise. The GM/CFO is the principle staff person reporting on business issues to the Board of Directors and will oversee the Director of Development to create and implement development goals and strategies for fundraising. He/she will play a role in stewardship of important relationships with funders as needed. The GM/CFO will also guide the Director of Marketing and Communications, Director of Operations, Finance/Human Resources Manager, and other support staff.

TRAITS AND CHARACTERISTICS

The GM/CFO is expected to strengthen and sustain a management culture of cooperation, trust, teamwork and integrity. Success is measured by meeting administrative responsibilities while demonstrating Saint Joseph Ballet's values of respect, excellence, community and stewardship. An excellent team leader able to be a role model who establishes a culture of professionalism, innovation, collaboration, and accountability is needed. The selected candidate will display impeccable judgment, have superior communications skills, and be adept at leveraging new opportunities for the organization. He/she will possess strong technical acumen and creative problem solving skills that can be utilized within the constraints of limited resources. Experienced with senior management challenges, the GM/CFO will have a deep understanding of human resource issues and best practices, a track record of implementing tactics that bring professionalism to the non-profit performing arts workplace, a passion for promoting professional growth and loyalty, and a demonstrated ability to simplify complex situations into concrete action steps. Flexibility and the ability to be proactive in an ever-changing environment will be evidenced in Saint Joseph Ballet's GM/CFO, and the selected candidate will have values focused on the mission of empowering youth and families.

Leading candidates will have the competencies and soft skill characteristics outlined and the following abilities:

Self Management:

Prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

Personal Accountability & Diplomacy:

Have the capacity to be answerable for personal actions while treating others fairly, diplomatically and with respect.

Teamwork:

Cooperate with others, build consensus, and collaborate effectively to meet organizational objectives.

Results Orientation, Conceptual Thinking, and Goal Achievement:

Identify the actions needed to complete tasks and obtain results while analyzing situations and concepts that inform the best approach to complex issues, thus allowing the organization to achieve its goals, regardless of obstacles or circumstances.

PRIMARY RESPONSIBILITIES

Financial, Administrative and Operational Management:

The GM/CFO is principally responsible for all business conducted by Saint Joseph Ballet with regard to administrative, operational and facility matters, including information and communication systems. The GM/CFO ensures proper stewardship of all funds, including development of the annual budget, approval of expenses and overseeing the annual audit process, and long-range planning. The GM/CFO supervises the Financial Manager and the Director of Operations and will ensure timely communication with the Executive & Artistic Director and the Board of Directors regarding all financial or operational matters that may have a material impact upon the organization. Additionally, the GM/CFO will appraise the agency's financial position on a continual basis, monitor and evaluate the organization's financial systems, and implement alternatives as needed. The selected candidate will establish and maintain sound business relationships with bank/lending institutions and funders, as well as programmatic partnership institutions and will oversee development and maintenance of all contractual relationships, as well as organizational compliance with all regulatory tax and audit requirements.

Human Resources:

The GM/CFO directly oversees the development and implementation of all employee policies, procedures, and benefit programs. The position works together with the Executive & Artistic Director to manage human resource issues such as hiring, firing, annual evaluations, compensation and benefits. The GM/CFO will ensure functionality of processes for staff recruiting and retention, staff supervision issues, and staff development.

Development, Marketing and Communications:

The GM/CFO collaborates with the Executive & Artistic Director, the Development Director and the Board of Directors to achieve fundraising and strategic goals, and strengthen the organization through consistent efforts to expand its financial and human resources. The GM/CFO supervises the Development Director and assists in guiding development efforts, including building and maintaining relationships with current and potential donors, helping to identify and cultivate prospects, and overseeing development of related printed materials. The GM/CFO supervises the Marketing and Communications Director to ensure that printed materials such as newsletters, brochures, annual concert program and collateral pieces are on schedule and on budget and that media relations are active and sound. The position is supportive of the work the Executive & Artistic Director and the Marketing and Communications Director do together to determine content, photos and design of all materials representing Saint Joseph Ballet.

Strategic Planning:

In collaboration with the Board of Directors and the Executive & Artistic Director, the GM/CFO will help organize the Board, staff and constituencies in developing the strategic plan and implementing strategic initiatives and goals.

Board of Directors:

The GM/CFO is responsible for building and sustaining strong board relationships and will work effectively with the Executive & Artistic Director to help plan for board and board committee meetings and retreats and for tracking follow-up actions. The position will be principally responsible for reporting to and working with the Finance, Audit and Human Resource Committee and will join the Executive & Artistic Director in working with the Development and Marketing Committees, as needed.

EXPERIENCE AND QUALIFICATIONS

Minimum 5 years senior management experience in progressive and complex organization leadership in the non-profit arts, culture, education, or youth services sector. Broad background in finance, strategic planning, forecasting, staff supervision, budgeting and relationship management. Bachelor's degree required with advanced degree preferred. Advanced knowledge in Microsoft Office word processing, spreadsheet, email, and database software systems.

COMPENSATION AND BENEFITS

Very competitive salary based on experience and qualifications with generous benefits, including 3 weeks vacation, 8 personal days, 10 holidays, 403(b) match after one year of service, 85% of medical insurance premium, dental coverage, and Section 125 Cafeteria Plan.

APPLICATIONS AND INQUIRIES

Send letter and resume with demonstrable accomplishments to:

Ms. Kathryn R. Martin, Vice President
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Saint Joseph Ballet is an Equal Opportunity Employer.