



# Seattle Rep Director of Finance

**Compensation: \$100,000 - \$120,000**

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## Invitation to Apply

The Tony Award-winning [Seattle Rep](#) seeks an experienced Director of Finance to join its executive leadership team in their quest to position “theater at the heart of public life” and Seattle Rep as the preeminent theater in the Pacific Northwest. Seattle Rep produces 8 – 10 plays each season (which runs from Sept – June) in their two theater spaces (842 seats and 282 seats). Other nationally recognized artistic programs include the [New Play Program](#), [Public Works Seattle](#), the August Wilson Monologue Competition, Pay What You Choose performances, and numerous audience enrichment and engagement initiatives, including post-play panels, discussions, and community events. Seattle Rep has a \$15 million annual operating budget and \$11 million endowment and is preparing to embark on the first of two consecutive capital campaigns with an initial target of \$16 million to be raised over the next 3 – 4 years, followed by a more robust 7+ year campaign in support of new facilities.

## Seattle Rep's Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse cultures, perspectives, and life experiences of our region.

## Seattle Rep's Vision

Theater at the heart of public life.

## Seattle Rep's Values

Artistic vitality, sustainability, generous and inclusive practices

## The Director of Finance Role

The successful **Director of Finance** candidate will succeed our wonderful Director of Finance, who left after 25 years of financial leadership and guidance. An interim Director of Finance is in place. Our next Director of Finance, the chief financial officer for the organization, brings initiative, a collaborative work style, and a passion for theater and the Seattle community. Reporting to the Managing Director, this financial leader supervises all financial matters to enhance controls, transparency, and consistency throughout the organization while collaborating with peer leaders, as well as outside auditing, accounting, and legal teams.

The Director of Finance possesses strong emotional intelligence and plays an important role in a broad range of activities related to institutional planning and resource management. An exceptional and open communication style is required. The Director of Finance supervises the development of the annual budget, makes regular presentations about organizational finances to the 51-member Board of Trustees, and is expected to be a thought leader on financial matters, directing policies and procedures related to Seattle Rep’s fixed assets; revenue and cash flow management; insurance and risk management; purchasing; employee benefits; and organization-wide cost/benefit analyses.

The Director of Finance must be both a strategic thinker and an articulate spokesperson for the objectives and ambitions of the organization at all times. They must serve as a leader, partner, and financial advisor in integrating strategic objectives with financial resources to help the organization meet its strategic goals. They will be strongly collaborative and a naturally curious listener and critical thinker who can translate financial language into layperson’s terms. This position and Seattle Rep will make a lasting impact on one another.

## Key Collaborators

<b>Braden Abraham</b> , Artistic Director – A 16-year Seattle Rep veteran with a sharp eye for relevant and quality artistic work that speaks to the entire community.	<b>Jeffrey Herrmann</b> , Managing Director – After 5 years at the helm, Jeff is ready to lead the theater on a 10-year journey of substantial growth and impact.
<b>Elisabeth Farwell-Moreland</b> , Producing Director – Oversees all production activities and is responsible for the physical execution of Braden’s artistic vision.	<b>Angie Kamel</b> , Public Works Director – Oversees an artistic initiative that produces free public theater through partnerships within Seattle community.
<b>Andrew Haines</b> , Director of Marketing & Communications – Maintains a strong brand while optimizing revenue.	<b>Nabra Nelson</b> , Director of Arts Engagement – The most recent addition to the team and already positively impacting Equity, Diversity, and Inclusion efforts.
<b>Gi Hara</b> , Controller – 20+ year Seattle Rep finance expert who is eager to help you over the next 5 years.	<b>Rowena Yow</b> , Content & Communications Director – Digital and print leader standardizing Seattle Rep’s message and brand.
<b>Jamie Herlich McIalwain</b> , Director of Development – A resourceful and ambitious fundraiser who grew up attending Seattle Rep performances.	

## The Director of Finance serves as an essential contributor to Seattle Rep's culture and success by:

- Actively and constructively adding to the Equity, Diversity, and Inclusion work of the theater, including attending all-company trainings and other events
- Fully participating as a member of both the Senior Leadership and Senior Management teams
- Engaging with and modeling Seattle Rep’s mission, vision, and values in all aspects of their work
- Representing the organization at professional gatherings and civic and social events

## Specific Scope and Responsibilities Include:

- Manage the finance team of 3; depending on interests and qualifications, this role may also grow to manage the IT and Operations staff of 4
- Direct and improve the organization’s financial and budgeting processes to support the theater’s short-term and long-term operations, maximize stakeholder investments, and increase efficiency

## **Financial Management, Reporting, and Analysis**

- Ensure that optimal financial controls and reporting systems are in place and continuously monitored
- Present financials at Board, Executive, and Audit and Finance Committee meetings
- Prepare and present monthly management reports of key performance indicators for all areas of the organization, including marketing and sales functions, production and operations, development, education, and volunteer management to ensure effective decision-making within these key areas
- Ensure that transaction systems (including billing, membership, sales, and event ticketing) are efficiently and fully implemented and accurate
- Institute a rigorous financial planning and analysis process to determine areas of potential revenue enhancement, cost reduction, program/production improvement, and policy change

## **Audit and Compliance**

- Work with outside auditors and internal accountants to ensure that the organization is current on all accounting procedures; ensure compliance and anticipate the implications of accounting rule changes
- Coordinate and oversee annual audit preparation and tax filings
- Ensure financial management system, chart of accounts, and internal control systems are properly designed and maintained and provide meaningful and timely information
- Work with legal on banking, governance, and governmental issues

## **Budgeting**

- Develop annual production and operations budgets and multi-year capital budgets in collaboration with department leaders and provide confidence to the relevant Board committees of each budget's integrity
- Provide rolling forecasts on a monthly basis
- Provide variance analysis reports of forecast/budget/actual-versus-actual/budget/forecast activity and recommendations for any remedial action
- Work with organizational peers to establish, implement, and meet long-range goals

## **Treasury**

- Manage cash flow and needs, including building a monthly cash flow plan, with detailed revenue and expenditure planning across all departments of the organization
- Support the creation, review, and management of investment policy and associated fees
- Manage banking relationships and provide support to the appropriate Board committee responsible for the investments of the organization
- Provide timely operating and cash flow projections

## **Risk Management**

- Manage relationship with insurers, monitor and evaluate policies, and optimize risk management

## **Lead Financial Staff**

- Hire, supervise, and inspire finance department staff
- Create a collaborative, team-based environment focused on integrity, that maximizes staff contributions and effectively develops their potential

- Ensure staff are properly trained and proficient in all areas of their responsibilities
- Depending on interest and qualifications, this role may also manage the IT and Operations staff, which would include responsibility for implementation of best-in-class organization-wide technology in support of Seattle Rep's growth

## Qualifications:

- An undergraduate degree in accounting, business administration, or a related field is required. A CPA is preferred, as is an advanced degree
- Minimum 8 years in financial management required; social-profit management experience preferred
- Significant experience working with external boards and committees
- Outstanding written and verbal communication skills; highest level presentation, negotiation, project management, and problem-solving skills required
- Experience in strategy consulting a plus
- Excellent planning, financial management, and organizational skills
- A collaborative and collegial management style; sense of humor a plus
- A demonstrated passion for the arts (theater, a plus)
- Strong work ethic and superior record of ethical service
- Proficiency in ERP systems, MS Word, Excel, and PowerPoint

**Physical Demands:** Some carrying and lifting up to 25 pounds.

**Working Environment:** Noise fluctuates between quiet and moderately noisy.

## Applications due by September 16, 2019.

The position will be open until filled. In your application, in addition to discussing your ability to meet the above responsibilities, **please answer the following questions:**

1. How will you help Seattle Rep advance its mission?
2. What has been your most significant accomplishment in the field of finance and why?
3. What are you doing to evolve your impact in the area of Equity, Diversity, and Inclusion?

We invite interested applicants to **submit a cover letter including your answers to the three questions above, salary requirements, 3 professional references, and resume to:** Norman Sigler at [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz). Write **"Seattle Rep Director of Finance"** in your email subject line. *No phone calls please.*

*Seattle Rep is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.*

*Seattle Rep is committed to producing the highest quality programming, and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.*