

September 20, 2021

TO: Board of Directors

FROM: Heller An Shapiro, Executive Director; Lynn Taylor Moore, Director of Finance and Administration

RE: FY22 Amended Budget Proposal

Background:

The FY22 Budget approved at the June 28, 2021 board meeting assumed budgeted revenue of \$833,900, expense of \$802,063, and net income of \$31,837.

Board members also reviewed the staff team’s recommendation for three new staff positions to be hired in FY22. In order of priority, staff recommend an Accounts Receivable/Office Manager, an Artistic Director, and an Outreach Coordinator for Community and Volunteer Engagement.

Board members requested job descriptions and budget implications to be developed for review at the September 20, 2021 Board meeting. The job descriptions were created based on the following:

- The staff team participated in two retreat sessions (5 hours) to determine the most efficient and effective way to re-organize responsibilities to manage our growth.
- Staff members reviewed their job descriptions, the Teaching Artist Task Force proposal, and staffing structures/job descriptions from similar organizations.
- During the retreat sessions, we co-created a list of responsibilities that:
 - a) the current staff cannot manage effectively
 - b) broader capacity is needed to accomplish.
- This list of responsibilities was refined to develop three new staff positions.

In addition to grant revenues, FY22 fundraising activities will include the January 23, 2022 Gala and Dance Party, the annual holiday appeal, and a spring appeal. Our financial situation is strong enough to manage the delay in Gala revenue. By requesting Gala sponsorships in September and mailing the annual appeal in early November, we expect to meet our revenue goals.

As we move into a hybrid year, we will be adding in costs for space rental and video projection or livestreaming to our online audience.

Budget amendments:

FY22 as of June 28, 2021

FY22 as of September 20, 2021

REVENUE

Corporations: \$35,000

Corporations: \$00

Corporation has new priorities.

Foundations: \$130,000

Foundations: \$148,500

Government: \$80,000

Government: \$141,133

Additional \$73,283 in grant revenue is based on enclosed fundraising strategy.

EXPENSE

Payroll: \$432,775

Payroll: \$552,975

Increase of \$130,830 in staff salary/benefits, and \$9,007 increase in employer taxes.

NET REVENUE/EXPENSE

Revenue: \$833,900

Revenue: \$878,533

Expense: \$802,063

Expense: \$928,863

NET: \$31,837

NET: **-\$50,330**

PROPOSALS:

Option A:

We propose to hire new staff on the following timeline. As stated in the Board Compensation Philosophy, salary ranges were estimated based on the MD Nonprofits Salary Survey and are estimated at \$130,830. This option results in a deficit of \$50,330 that could be raised through grants, individual donations, and possible use of reserve funds. In FY23, the additional staff salary/benefits are estimated at \$181,123.

November 1, 2021 - Accounts Receivable/Office Manager

December 1, 2021 - Artistic Director

February 1, 2022 - Community and Volunteer Engagement Coordinator

Option B:

We propose to hire new staff on the following timeline. As stated in the Board Compensation Philosophy, salary ranges were estimated based on the MD Nonprofits Salary Survey and are estimated at \$78,765. This option results in net income of \$1,735. In FY23, the additional staff salary/benefits are estimated at \$179,561.

February 1, 2022 - Accounts Receivable/Office Manager

February 1, 2022 - Community and Volunteer Engagement Coordinator

June 1, 2022 - Artistic Director

Enc.

FY22 Amended Budget

Grant Funding Strategy

Job descriptions for new staff

Finance and Administration Director job description for reference

ArtStream, Inc.
Profit & Loss Budget Performance
September 2020 through August 2021

09/01/2021 thru 08/31/2022
In-Person Performances 2022

letm 9/10/21

Income	<u>Annual Budget</u>	Notes
Supporting Revenues		
General Support		
<i>Individuals</i>	200,000	
<i>In Honor - In Memory</i>	30,000	
<i>Service Organizations</i>	3,000	
<i>Corporations</i>	-	
<i>Foundations</i>	148,500	Grant income expected to increase with dedicated staff to source new grant resources.
<i>Government</i>	<u>141,133</u>	
<i>Total General Support</i>	522,633	
Grants (restricted)		
<i>Corporate Grants</i>	-	
<i>Foundation Grant</i>	8,350	Scholarship
<i>Government Grants</i>	<u>-</u>	
<i>Total Grants</i>	8,350	
Other Income		
<i>Inkind Donations Income</i>	4,000	
<i>Miscellaneous Income</i>	5,000	
<i>Convenience Fees</i>	<u>2,500</u>	
<i>Total Other Income</i>	11,500	
Total Supporting Revenues	542,483	
Program Revenues		
Tuition		
<i>Classes</i>	54,550	Based on increased tuition fees for 21-22
<i>Companies</i>	70,000	
<i>Contracted Classes</i>	<u>55,000</u>	Based on increase contract fees for 21-22
<i>Total Tuition</i>	179,550	
Ticket Sales		
<i>Online Ticket Sales</i>	7,000	
<i>Box Office Receipts</i>	<u>25,000</u>	
<i>Total Ticket Sales</i>	32,000	
Other Program Income		
<i>Concessions</i>	-	
<i>Program ads</i>	<u>3,500</u>	
<i>Total Other Program Income</i>	3,500	
Total Program Revenues	215,050	
Dev. & Fundraising Revenues		
Fall/Winter Appeal	30,000	
Spring Appeal	15,000	
Quarterly Newsletter		
<i>1st Quarter Newsletter Appeal</i>	3,000	
<i>2nd Quarter Newsletter Appeal</i>	3,000	
<i>3rd Quarter Newsletter Appeal</i>	-	Instead of a 3rd Quarter Newsletter appeal a Spring Appeal is planned for 2022
<i>4th Quarter Newsletter Appeal</i>	<u>-</u>	
Total Quarterly Newsletter	6,000	
Annual Gala Revenues	85,000	
<i>Total Dev. & Fundraising Revenues</i>	121,000	
Investment Income		
<i>Dividends</i>	-	Revised from annual budget submitted & included in the board package.

ArtStream, Inc.
Profit & Loss Budget Performance
September 2020 through August 2021

letm 9/10/21

	09/01/2021 thru 08/31/2022	
	<u>In-Person Performances 2022</u>	
	<u>Annual Budget</u>	Notes
<i>Interest Income</i>	-	Revised from annual budget submitted & included in the board package.
<i>Realized Gains/Losses</i>	-	Revised from annual budget submitted & included in the board package.
<i>Total Investment Income</i>	-	
Total Revenues	878,533	
Total Income	878,533	
Expense		
5000 · Expenses		
5001 · Payroll Expenses		
5010 · Salaries & Wages		
5011 · Salaries & Wages	495,706	
Total 5010 · Salaries & Wages	495,706	
5040 · Employer Taxes		
5041 · Medicare	7,188	1.45% of gross salaries
5042 · FICA	30,734	6.20% of gross salaries
5043 · MD Suta	2,700	
Total 5040 · Employer Taxes	40,622	
5050 · Other Employer Payroll Expenses		
5051 · AD&D Ins	36	(\$.30*10*12)
5052 · Life Insurance	648	(\$5.40*10*12)
5053 · Medical Insurance	6,800	Estimated-age based
5054 · Short-term Disability	1,663	(\$15.40*9*12)
5055 · Worker's Compensation	7,500	
Total 5050 · Other Employer Payroll Expenses	16,647	
Total 5001 · Payroll Expenses	552,975	
Concessions	500	
Tuition Assistance	8,300	Trawick Foundation and L. Dreyfuss Scholarship Fund
Licenses and Permits	250	(Gala alcohol permit-Montgomery County-estimated)
Dues & Subscriptions	1,500	estimated expense
Production		
<i>Costumes</i>	3,500	
<i>Production Equipment</i>	150	
<i>Set and Props</i>	1,600	
<i>Sound/Recording</i>	1,500	
Total Production	6,750	
Occupancy		
<i>Class occupancy</i>	6,000	
<i>Performance occupancy</i>	23,000	
<i>Rehearsal occupancy</i>	15,000	
<i>Office rent</i>	44,456	9/01 thru 7/31/22 @\$3,695.42/mo plus 8/1/22@ \$3,806.29 (8401 Connecticut Avenue)
Total Occupancy	88,456	
Program Supplies	2,500	
Travel & Transportation		
<i>Parking</i>	200	
<i>Mileage Reimbursement</i>	800	(\$100 is budgeted for non-program related travel-document signature etc.)
<i>Vehicle Rental</i>	750	
Total Travel & Transportation	1,000	
Printing	13,250	General Support expenses-stationary; quarterly cost of \$62.50 or \$250
Contractual Services		

ArtStream, Inc.
Profit & Loss Budget Performance
September 2020 through August 2021

09/01/2021 thru 08/31/2022		letm 9/10/21
<u>In-Person Performances 2022</u>		
	<u>Annual Budget</u>	Notes
<i>Professional Development</i>	1,500	Staff Trainings
<i>Third Party Outsourcing</i>	9,700	Payroll Processing Services \$5K, Bill.com (\$390/mo for 12 mos.)
<i>Website Maintenance</i>	1,500	
<i>Professional Fees</i>	6,600	Audit
<i>Background Checks & CPR</i>	500	
<i>Design Services</i>	18,000	KDL Design @ \$1,500/mo
<i>Outreach Services</i>	2,000	(M. Brown)
<i>ASL Interpreters</i>	1,200	
Teaching Artists		Teaching Artists expense budget reflects a 20% increase for lead, co-lead and assist.
<i>ITC Teaching Artists</i>	59,040	
<i>Cabaret Co Teaching Artists</i>	13,200	
<i>Regist. Class Teaching Artists</i>	31,200	
<i>Contract Class Teaching Artists</i>	64,000	
<i>Master Teaching Artists</i>	2,400	
<i>Script Writing Teaching Artists</i>	300	
<i>Total Teaching Artists</i>	<u>170,140</u>	
Total Contractual Services	211,140	
Staff/Employee Recruitment	500	
General Office supplies	3,500	Toner cost contributes to the increased costs for general office supplies
Telephone/Internet	7,000	
Postage/Delivery	2,400	
Equipment & Computer		
<i>Equipment Lease</i>	250	Copier lease-\$5.95 per month plus copies over monthly allowance
<i>Computer Software/Hardware</i>	3,500	Purchase of computer software/hardware
<i>Computer Maintenance</i>	5,700	\$250/mo and \$218/mo for 12 months-maintenance and cloud license (F1)
<i>Postage Machine Lease</i>	<u>269</u>	\$67.20 per quarter
<i>Total Equipment & Computer</i>	9,719	
Marketing & Advertisement		
<i>Advertisement Placement</i>	250	
<i>Public Relations/Goodwill</i>	300	(friends of ArtStream-occasional cards, flowers etc)
<i>Staff/Volunteer Goodwill</i>	<u>500</u>	
<i>Total Marketing & Advertisement</i>	1,050	
Bank Service Charge		
<i>Bank Maintenance Fees</i>	2,500	Monthly Analysis Expenses (Capital Bank-Operating Account) estimated at
<i>Credit Card Processing Fees</i>	2,000	
<i>Bank Stop Payment Fees</i>	<u>150</u>	\$25 per stop payment estimated at 6 for the budget year
<i>Total Bank Service Charge</i>	4,650	
Investment Service Charges	900	estimated
Insurance		
<i>Director & Officers Ins.</i>	1,086	\$89-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated \$92/mo
<i>Umbrella Liability</i>	1,457	\$118.75-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated at \$124
<i>Commercial Package Insurance</i>	<u>2,730</u>	\$225.08-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated at \$230
<i>Total Insurance</i>	5,273	
Other Expenses		
<i>Miscellaneous Expense</i>	5,000	(medical insurance refunds offset by UHC insurance refund check from prior yr.-\$500)
<i>Statutory Compliance-Charitable</i>	<u>2,250</u>	Average of \$75 per state for 30 states
<i>Total Other Expenses</i>	7,250	
Indirect Costs	-	
Total Expense	<u>928,863</u>	
Net Income	<u><u>(50,330)</u></u>	

ArtStream FY22 GRANTS Fundraising Strategy

Grant	Restricted?	Amount Received FY19	Amount Received FY20	Amount Received FY21	Amount Projected FY22	Amount Confirmed FY22
MSAC	gen operating	\$39,152	\$45,512	\$58,989	\$58,989	
AHCMC	gen operating	\$30,115	\$38,425	\$37,144	\$37,144	
NEA -Musical Theatre	ITC	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
					\$116,133	
Foundation						
Corina Higginson	gen operating		\$7,500	\$7,500	\$7,500	\$7,500
Lorraine S. Dreyfuss	scholarships		\$1,000	\$1,000		
Morris and Gwendolyn Cafritz	gen operating	\$15,000	\$15,000	\$15,000	\$15,000	
Paul M. Angell	ITC	\$15,000	\$15,000	\$20,000	\$20,000	
Dominion Guild	VA ITC/Cabaret		\$10,000			
Philip Graham (every 3 years)	website		\$25,000			
Kelley Cares	VA ITC	\$4,500	\$4,500		\$4,500	
Porto	VA	\$5,000	\$3,000	NA		
Safeway	gen operating	\$6,500	\$10,500		\$8,000	\$13,000
Campbell Family Foundation	gen operating	\$5,000	\$5,000	\$5,000	\$5,000	
Milton and Dorothy Sarnoff Raymond Foundation (every other year)	gen operating		\$10,000	\$10,000	\$10,000	
Jacquemin Family Foundation	gen operating		\$2,000	\$3,000	\$3,000	
Jockey Hollow Family Foundation	gen operating	\$4,000	\$4,000	\$4,000	\$4,000	
Shared Horizons	scholarships	\$2,000	\$0	\$1,500	\$1,500	
Dimick	gen operating	\$3,000	\$3,500	\$5,000	\$5,000	
MESH	gen operating	\$5,000	\$6,500	\$10,000	\$10,000	
Clark-Winchcole	gen operating	\$10,000	\$10,000	\$15,000	\$15,000	
William S. Abell	gen operating	\$5,000				
Trawick Foundation	scholarships	\$6,000	\$7,800	\$7,335	\$7,000	\$8,000
Immanuel Presbyterian Church	VA ITC	\$1,210		\$2,500		
Jack R. Anderson Foundation	ITC		\$5,000	\$5,000	\$5,000	
Brown Advisory	gen operating	\$1,000	\$1,000			
Vsarts-Kennedy Center	transition age			\$15,000	\$15,000	
Greater Kansas Community Fdtn	gen operating	\$3,000		\$3,000	\$3,000	
Joe and Cory Rogers Foundation	gen operating			\$8,000	\$8,000	
Metro Bethesda Rotary	SS ITC			\$3,000	\$3,000	
Ross Roberts Foundation	gen operating			\$20,000	NA	
Ravi Jesrani Scholarship	ITC/CAB				\$1,000	
COVID-19 Emergency						
AHCMC Covid-19 Relief				\$54,703		
Maryland State COVID-19	Emergency		\$10,000			
Montgomery County PHEG CARES Act PPP	Emergency		\$10,986	\$5,297		
MD DHCD NORI	Emergency			\$25,000		
Arts Forward Fund	Emergency			\$25,000	\$25,000	
Mid-Atlantic Arts Council	Emergency			\$10,000		
NEA American Rescue Plan	Emergency				\$25,000	
TOTAL		\$170,477	\$322,323	\$386,968	\$291,633	\$48,500



DRAFT-pending consultant review
Accounts Receivable/Office Manager
JOB DESCRIPTION

About ArtStream

ArtStream offers performance opportunities to people with intellectual and developmental disabilities, (IDDs) including autism. Through performing arts training, ArtStream students practice self-advocacy skills while gaining self-confidence and independence. Skills include public speaking, listening, self-awareness, and workplace communication. ArtStream self-advocates speak on national platforms about their experiences and how the performing arts help them to lead meaningful, independent lives.

ArtStream was founded in 2005 and annually offers over 800 class sessions and 40 performances by 6 Inclusive Theatre Companies and 4 Cabaret Companies. There are six full time administrative staff, 30 partner organizations, and over 55 Teaching Artists.

Summary/Objective

In collaboration with the Director of Finance and Administration and the Database Coordinator, the Accounts Receivable/Office Manager is responsible for managing monthly high-volume accounts receivable transactions and reconciling accounts. The Accounts Receivable/Office Manager also manages administrative functions that help the office run smoothly.

Reports to: Director of Finance and Administration

Primary Responsibilities

1. Issue invoices to program partners and registrants
2. Record payments and manage overdue vendor payments
3. Reconcile accounts receivable between QuickBooks, Bill.com, and enrollment platform (LearningStream)
4. Reconcile monthly credit card and bank statements
5. Support the Director of Finance & Administration with routine accounting duties
6. Identify families who need scholarships and track scholarship payments
7. Manage office supplies
8. Maintain standard office equipment, including postage meter and copier

Qualifications and Requirements

1. Three to Five years of Not-for-Profit accounting experience in both accounts receivable

- and accounts payable processing
2. Must have Quickbooks experience
 3. Bill.com experience preferred but not required
 4. Ability to manage monthly high-volume accounts receivable transactions
 5. Proactive, innovative, and team oriented, highly collaborative
 6. Exceptional organizational skills and attention to detail
 7. Evidence of ability to work independently and remotely
 8. Innovative and resourceful problem-solving ability; flexible and adaptable; able to manage multiple, changing priorities and deadlines
 9. Strong track record of high integrity, good judgement, confidentiality, and discretion
 10. Commitment to Diversity, Equity, Inclusion, and Access
 11. Proficiency with Microsoft Office Suite, QuickBooks, CRM databases, and class registration software.

Work Environment

This job may be performed via a telework arrangement or in a professional office environment in Maryland. This role routinely uses standard office equipment.

Position Type/Expected Hours of Work

This is a **full-time** position. The Accounts Receivable/Office Manager must be available for phone and email contact Monday through Friday, between 9 a.m. and 5 p.m.

Classification: Exempt

ArtStream is an Equal Employment Opportunity/Affirmative Action employer.

ArtStream's Bylaws state: ArtStream shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, political or religious opinion or affiliation, or other characteristics protected by law in any of its policies procedures or practices.

Reasonable Accommodations: If you require reasonable accommodations during any part of the hiring process, please email us at jobs@art-stream.org or you may call 301-755-9492.

Date Created: 6/7/21

To apply, send resume/work history and cover letter to: jobs@art-stream.org



Artistic Director JOB DESCRIPTION

About ArtStream

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ArtStream was founded in 2005 and annually offers over 800 class sessions and 40 performances by 6 Inclusive Theatre Companies and 4 Cabaret Companies. There are six full time administrative staff, 30 partner organizations, 40 volunteers, and over 55 Teaching Artists.

Summary/Objective

In collaboration with the Programs Manager, Theatre and Events Manager, and Communications Manager, the Artistic Director is responsible for coordinating programming activities to ensure ArtStream's performing companies, classes, partnerships, and outreach are designed to effectively engage and challenge people with IDD throughout the DMV. The Artistic Director supports contract Teaching Artists by facilitating professional development training programs, creating standard operating procedures, and curating resource materials.

Reports to: Executive Director

Primary Responsibilities

1. Promote standards of excellence and monitor program and Teaching Artist performance to achieve optimum results through observing classes/rehearsals, reviewing class/rehearsal notes, and ongoing dialogue with Teaching Artists, families, and program partners
2. Identify potential partner organizations and develop collaborative partnerships to effectively engage the diverse population of people with IDD
3. Partner with peer organizations (disability/theatre/education) to co-create professional development training programs
4. Develop and conduct Teaching Artist orientation to ensure standards are communicated
5. Develop, maintain, and disseminate model curricula, guidelines, and relevant resources

6. Develop, maintain, and disseminate Standard Operating Procedures for use in classes/rehearsals
7. Collaborate with the Program and Theatre and Events Managers to recruit, hire, and schedule Teaching Artists and Directing Teams
8. Support the Executive and Development Directors, as needed, in strategizing and responding to grant and funding opportunities
9. Assist with volunteer peer mentor recruitment, placement, and training
10. Assist in creating program budgets
11. Collaborate with Communications Manager on program partner outreach materials

Qualifications and Requirements

1. Experience as a professional Teaching Artist, special education teacher, or disability services provider; experience with adult populations preferred
2. Training in theatre, drama, arts administration, a related field of study, or substantial arts involvement
3. Experience within/knowledge of the IDD/autism community, accessibility, and inclusion practices
4. Demonstrated experience coaching, directing, and scheduling contract Teaching Artists
5. Demonstrated experience with outreach to program partners
6. Ability to promote ArtStream's goals in the community to build relationships and create strategic partnerships
7. Experience managing volunteers
8. Experience developing and evaluating professional development training programs
9. Outstanding oral and written communication skills
10. Proactive, innovative, and team oriented, highly collaborative
11. Innovative and resourceful problem-solving ability; flexible and adaptable; able to manage multiple, changing priorities and deadlines
12. Strong track record of high integrity, good judgement, confidentiality, and discretion
13. Experience implementing Diversity, Equity, Inclusion, and Access initiatives
14. Proficiency with Microsoft Office Suite, CRM databases, online learning software, Constant Contact, Survey Monkey, and class registration software.
15. Access to reliable transportation to visit programs throughout the DMV.

Work Environment

This job may be performed via a telework arrangement or in a professional office environment in Maryland. This role routinely uses standard office equipment.

Position Type/Expected Hours of Work

This is a **full-time** position. The Artistic Director must be available for phone and email contact Monday through Friday, between 9 a.m. and 5 p.m. Evening and weekend work may be required to observe programs and participate in meetings. Flex time/comp time is provided.

Classification: Exempt

ArtStream is an Equal Employment Opportunity/Affirmative Action employer.

ArtStream's Bylaws state: ArtStream shall not discriminate against any person on the basis of

age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, political or religious opinion or affiliation, or other characteristics protected by law in any of its policies procedures or practices.

Reasonable Accommodations: If you require reasonable accommodations during any part of the hiring process, please email us at jobs@art-stream.org or call 301-755-9492.

Date Created: 7/21/21

To apply, send resume/work history and cover letter to: jobs@art-stream.org



Outreach Coordinator for Student and Volunteer Engagement JOB DESCRIPTION

About ArtStream

ArtStream offers performance opportunities to people with intellectual and developmental disabilities, (IDDs) including autism. Through performing arts training, ArtStream students practice self-advocacy skills while gaining self-confidence and independence. Skills include public speaking, listening, self-awareness, and workplace communication. ArtStream self-advocates speak on national platforms about their experiences and how the performing arts help them to lead meaningful, independent lives.

ArtStream was founded in 2005 and annually offers over 800 class sessions and 40 performances by 6 Inclusive Theatre Companies and 4 Cabaret Companies. There are six full time administrative staff, 30 partner organizations, 40 volunteers, and over 55 Teaching Artists.

Summary/Objective

In collaboration with the Programs Manager, Theatre and Events Manager, Artistic Director, and Communications Manager, the Outreach Coordinator for Student and Volunteer Engagement is responsible for coordinating outreach activities to engage potential students to fill ArtStream classes, workshops and performing companies. The Outreach Coordinator also recruits and manages volunteers to assist in program activities.

The successful candidate will have excellent people skills, and an ability to relate well to people with disabilities and their families.

Reports to: Executive Director

Primary Responsibilities

1. Attend resource fairs in partnership with ArtStream families to identify new students
2. Follow up with resource fair contacts
3. Complete interviews with all new student families before and after the first class, maintain regular contact to encourage additional classes/performing companies
4. Make calls to invite students to upcoming classes
5. Coordinate "mom's group" to reach out to new families

6. Coordinate annual satisfaction survey process, assist students in responding
7. Respond to registration and scholarship queries
8. Recruit, train, place, manage and recognize volunteers

Qualifications and Requirements

1. High School degree or equivalent, college preferred
2. Commitment to ArtStream's mission and ability to promote and represent ArtStream to the disability community, program partners, and the public
3. Knowledge of organizations that serve people with IDD, including autism
4. Demonstrated attention to detail
5. Excellent interpersonal skills and the ability to relate well with partner organization staff, people with IDD, and parents/guardians
6. Excellent email and phone communication skills
7. Excellent organizational skills and time management
8. Experience managing volunteers
9. Proactive, innovative, and team oriented, highly collaborative
10. Experience within/knowledge of the IDD/autism community, accessibility, and inclusion practices
11. Innovative and resourceful problem-solving ability; flexible and adaptable; able to manage multiple, changing priorities and deadlines
12. Strong track record of high integrity, good judgement, confidentiality, and discretion
13. Commitment to Diversity, Equity, Inclusion, and Access
14. Proficiency with Microsoft Office Suite, CRM databases (Kindful), online learning software, Survey Monkey, and class registration software (Learning Stream).
15. Access to reliable transportation to attend events throughout the DMV.

Work Environment

This job may be performed via a telework arrangement or in a professional office environment in Maryland. This role routinely uses standard office equipment. Must have access to dependable transportation and a cell phone.

Position Type/Expected Hours of Work

This is a full-time position. The Artistic Director must be available for phone and email contact Monday through Friday, between 9 a.m. and 5 p.m. Evening and weekend work may be required to observe programs and participate in meetings. Flex time/comp time is provided.

Classification: Exempt

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Director of Finance and Administration JOB DESCRIPTION

About ArtStream

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ArtStream is a 15-year old nonprofit with \$750,000 in revenues, six full time staff, over 70 Independent Contractors, and multiple program areas and revenue streams.

Summary/Objective

The Director of Finance and Administration is a full-time position managing and responsible for all financial, administrative, and human resource activities. The Director of Finance and Administration provides counsel and support to the Executive Director, as well as the Board of Directors on all financial and budget matters. The Director of Finance and Administration will work closely with program staff to support program operations through detailed financial analysis.

Reports to: Executive Director

Primary Responsibilities

Financial

1. Lead the annual budgeting process
2. Maintain accurate financials, updating the executive director monthly, preparing quarterly reports for the board, and forecasting year-end position
3. Manage accounts payable/receivable and cash flow, ensuring timely payments and receipts
4. Manage banking and credit card accounts; reconciling of bank and credit card statements
5. Schedule and oversee the annual financial audit and processing of the IRS Form 990
6. Prepare 1099s for over 70 Independent Contractors

7. Assist with grant financial data requirements and donor tracking
8. Maintain and enhance internal controls and financial systems and processes.

Human Resources

1. Manage the onboarding and termination process for all employees
2. Maintain and update personnel records
3. Manage payroll/benefits service contractor
4. Benefits administration
5. Maintain leave accrual records

Administrative

1. Prepare and submit 45 annual charitable and business licensing registrations
2. Manage physical office space, equipment, technology
3. Negotiate and coordinate all organizational insurance policies

Qualifications and Requirements

1. B.S., B.A. or equivalent in finance or accounting
2. Minimum of 5 years of nonprofit financial and operations management experience
3. Personal qualities of integrity, credibility, and unwavering commitment; a proactive, hands-on strategic thinker who will own, in partnership with the Executive Director, the responsibility for ArtStream finances
4. Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll and employee benefits
5. Strong track record of good judgment, confidentiality and discretion
6. Innovative and resourceful problem-solving ability, flexible and adaptable, able to manage multiple priorities and deadlines
7. Expert knowledge of QuickBooks and MS Excel; skilled with MS Word, and MS Outlook, Adobe, and CRM databases, knowledge of registration and ticketing software a plus
8. Keen analytic skills for strategic data interpretation versus simple reporting
9. Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to board members
10. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance manager

Supervisory Responsibility

Programs Assistant and Data Base Coordinator

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Position Type/Expected Hours of Work

This is a full-time position Monday-Friday. Occasional evening and weekend work may be required as job duties demand.

Classification: Exempt

ArtStream is an Equal Employment Opportunity/Affirmative Action employer.

Salary commensurate with experience

Date Created: 1/6/20

To apply, send resume, cover letter and salary requirements to: jobs@art-stream.org