



GAGE ACADEMY OF ART
Administration & Finance Manager

Job Title: Administration & Finance Manager

Status: Full-Time, Exempt, Onsite

Salary: \$55,000-\$75,000 annually

Benefits: Subsidized medical and dental, vacation and sick days, retirement fund and match, and professional development funds

Department: General Administration

Reports To: Executive Director

Supported by: Contract Accountant, Contract HR Consultant

GAGE MISSION:

Guided by the belief that *artists are made, not born*, Gage Academy of Art strives to educate, enrich, and engage artists and the community in the visual arts. Gage offers instruction in principles of drawing, painting, and sculpting, and is dedicated to helping students of all ages and skill levels realize themselves as artists in contemporary society.

WHO WE ARE:

The Gage staff is our most important asset in creating a rich learning environment for the creation of art. Our staff, faculty, and instructors receive excellent benefits and professional growth opportunities in an environment of passion, community involvement, collaboration, intellectual excitement, artistic pursuit, and urban vibrancy.

Gage has locations in the north end of Capitol Hill in Seattle and in Georgetown as well as satellites in South Park and Bellevue for the Teen Art Studio program. Gage has been a leader in arts education for over 30 years. Annually, Gage touches more than 8,000 arts-lovers through youth and adult classes, workshops, retreats, tours, and various community events – both in-person and online. Guided by a small administrative team and a volunteer Board, Gage Academy of Art is reimagining the organization for growth as it enters its next 30 years.

WHO YOU ARE:

- You are a **Systems Builder** who thrives in environments in which you can problem-solve to find resourceful, cost-effective and sustainable ways to make daily operations run smoothly.
- You are an **Organizer** who wants to ensure that information, processes, and standard operating procedures are accurate, clear and easily accessible for the team.
- You are a **Collaborator** who likes to be part of a cohesive administrative team and uplift team members' talents and knowledge to help advance the organization.
- You are an **Improver**, always looking ahead to find new and better ways for the organization to operate effectively and with financial diligence so that it is set up for growth.

POSITION DESCRIPTION:

Reporting to the Executive Director, the position collaborates with the team to advance Gage's mission by supporting the management of human resources, finance, and general administration of the organization. The Administrative & Finance Manager is a strategic thinker who creates and implements systems that ensure smooth operations and a sound fiscal foundation.

KEY RESPONSIBILITIES:**Administrative**

- Coordinate the review and renewal of the organization's insurance including medical, dental, general liability and directors and officer's insurance.
- Evaluate vendor services and develop RFPs for business operations functions including IT, VOIP, video conferencing, website hosting, communications platforms, and other hard and software installations.
- Support initiative to identify a new CRM system to meet the organization's needs for class registration, donor management, and data collection; coordinate the transition from the current database to a new system including working with outside vendors on data migration and system configuration.
- Assist Executive Director with establishing data collection mechanisms, and collecting said data, for Management Data Dashboard reporting to the board.
- Support the Executive Director and department leads to establish process for annual work-planning, calendaring, and tracking progress towards deadlines and goals.
- Identify areas for the improvement of cross-departmental efficiencies and opportunities for streamlined processes.
- General office management and oversight

Human Resources

- Coordinate human resources functions including onboarding/offboarding, orientation, the development and annual scheduling of performance evaluations.
- Support department leads on the hiring process including helping to develop job postings and interview questions, vet and schedule candidates for interviews.
- Collaborate with the Executive Director, Finance Committee, and HR consultant on researching compensation benchmarking, leveling, and compensation strategy.
- Coordinate regular reviews/revisions of the procedures and policies stated in the Employee Handbook to ensure compliance with local, state, and federal laws.
- Review all job descriptions for accuracy, appropriate classification, and update as needed.
- With the staff, develop plans for and coordinate professional development opportunities that benefit both individual staff and organizational growth.
- Review and update independent artist contracts as needed, ensure compliance with local, state, and federal laws for independent contractors.
- Manage the distribution and collection of contracts and accompanying forms (e.g. W9 and business/vendor credentials)
- Collect and review employee timesheets, track PTO, and provide to accountant for payroll.

Finance

- In partnership with the Executive Director and department leads, coordinate the annual budgeting timeline, process, budgeting principles, and presentation. Review all financial plans and departmental budgets.
- Develop financial reports and analysis that help inform of key organizational decisions such as tuition assistance and pricing plans, marketing initiatives, and programming updates.
- Develop systems to monitor budget progress and changes. Coordinate with contract accountant monthly budget vs actual reporting to staff. Keep Executive Director and department leads abreast of the organization's financial status.
- Manage regular invoicing for fee-for-service partnerships.
- In coordination with Program staff, manage the administration of Atelier student enrollment contracts, tuition invoicing, payment plans, and successful fulfillment of tuition obligations.
- Oversee systems for reviewing, approving, and appropriately coding vendor invoicing and contractor payments.
- In collaboration with accountant and outside auditor, coordinate annual audit and proper filing of tax return. Respond to auditor requests for supporting documentation. Update internal fiscal controls as needed.
- Support Executive Director on the preparation and presentation of monthly financial reports for the Finance Committee and full board.
- Manage bank, investment, and retirement accounts. Coordinate the updating of key signatories as needed, make deposits and transfers, review bank services and fees, and provide recommendations for any updates or changes as needed.

QUALIFICATIONS:

We place a high value on commitment, trustworthiness, diversity, and a growth mindset coupled with professional experience. We're looking for a candidate with:

Required

- 4-6 years of direct experience in a non-profit or small business managing financial matters and daily office operations
- Very strong organizational skills, and clear and concise written and verbal communication skills for working with a range of collaborators
- Solid business acumen and data analysis experience
- Commitment to racial equity and advancing anti-racist practices in non-profit administration

Preferred

- Familiarity with budget development and forecasting
- Experiential understanding of employee policies and procedures, and staff development.
- Previous usage of data for organizational management and competency with CRM/class registration or donor database tool
- Experience managing cross-departmental projects
- Proficiency in Excel, Microsoft Office, QuickBooks, and CRM databases.

GAGE'S COMMITMENT TO EQUITABLE HIRING PRACTICES

At Gage, we embrace our team's diverse experiences and perspectives, and we strive to be reflective of the community we serve. We empower our team to be their authentic selves and always be open to learning from one another. We foster an inclusive and equitable environment where all members of our community – including staff, students, faculty, and a broad spectrum of Gage supporters – are treated with dignity and respect. Our hiring practices are reflective of these values: As an equal

opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, neurodiversity or disability status, or genetic information.

HOW TO APPLY: Please send a cover letter and resume to hr@gageacademy.org. The position is open until filled.