



Job Description

Title: Assistant Director of Administration

Reports To: Executive Director

Percent Time: 100%

Status: Full-time, exempt

Date Updated: June 6, 2018

MRAC welcomes qualified applicants and employees regardless of their race, color, religion, sex, sexual orientation, gender identity, national origin, or status as a qualified individual with a disability or protected veteran.

Organization Summary:

The Metropolitan Regional Arts Council (MRAC) is a nonprofit organization serving formal and informal groups with annual arts programming expenses of less than \$400,000, and artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. The Metropolitan Regional Arts Council is one of eleven regional arts councils throughout the state of Minnesota. The regional arts councils are funded by an appropriation from the Minnesota Legislature, the Legacy Amendment Arts and Cultural Heritage Fund, and by The McKnight Foundation. MRAC's mission is to increase access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants. It is MRAC's vision that artists, arts organizations and arts activities thrive; that art is integrated into the fabric and identity of every community; and that public value of the arts is understood, acknowledged and acted upon by community members, leaders and policy makers. The organization's goals are to:

- Provide grant applicants and other constituents with clear, thorough, prompt and respectful service and assistance
- Maintain transparent decision-making processes and accessible public information
- Serve constituents with programs and services that reflect MRAC's mission and achieve its vision

Position Summary:

The primary purpose of Assistant Director of Administration position is to work closely with the Executive Director to manage the daily financial, administrative, human resources, and operational activity for MRAC, and to maintain and manage a highly effective grantmaking system through external and internal communications, customer service, and information management, including processing all funding requests and awards/denials.

Responsibilities

1. Grants Management (40%)
 - A. Determine the allocation of MSAB funding for grant awards.
 - B. Manage and support the online grants application and management system for applicants, grantees and staff.
 - C. Provide technical assistance by phone, email and in person to applicants and grantees relative to the submission of online applications and reports.
 - D. Process incoming grant applications and assist in reviewing applications for eligibility; review all grant application budgets to ensure math is correct.
 - E. Coordinate the disposition of all grant applications, correspondence and notification to applicants and grantees.
 - F. Manage communication with grantees on reporting requirements and grant award agreements.
 - G. Work with Program Directors to track scores from grant review panels and prepare rank summaries of panel discussions.
 - H. Maintain accuracy and integrity of grant data with grants management system.
 - I. Design and create reports in grants interface to pull required data.
 - J. Prepare reports for MRAC board and staff as needed.
 - K. Prepare periodic reports to State of Minnesota and other funding sources.
 - L. Coordinate the revision and publication of MRAC annual grants application guidelines and grant interfaces in consultation with program director team.
 - M. Track expenses for the McKnight Grant for Next Step, and produce financial reports for final report to McKnight.
2. Finance Management (30%)
 - A. Assist the Executive Director in drafting annual budgets with projected Minnesota State Arts Board (MSAB) formulas, as well as narratives, for the Executive Director and Executive Committee to review and approve.
 - B. Write the treasurer's narrative, review the bank statements and financials prepared by the accountant with the Executive Director.
 - C. Create monthly budgets, investment cash flow projections, and fiscal year allocated expense statements for the (MSAB). Work with MRAC's accountant to monitor cash flow and budget.
 - D. Manage accounts payable and receivable on a semi-monthly basis that includes tracking expenses, preparing and coding expense reports and credit card logs, preparing checks and grant award payments; recording entries in Quickbooks and coordinating efforts with Executive Director and contract accountant.

- E. Prepare monthly financial reports and assist in preparation of financial reports needed for the annual audit.
 - F. Complete 1099 reports for year end reports for vendors.
 - G. Provide Creative Minnesota and the Regional Arts Council Forum with fiscal sponsor support.
3. Operations and Human Resources Management (25%)
- A. Coordinate employee benefits administration, and work with benefits broker to recommend purchase and renewal of insurance contracts to Executive Director.
 - B. Schedule new employee orientations and training with the Executive Director and staff, draft offer letters, complete new hire paperwork, and administer COBRA.
 - C. Ensure that all office equipment operates properly including computer hardware and software, phone system, copier, postage meter and office security system. Review and recommend vendor contracts for maintenance or purchase of office equipment.
 - D. Process incoming and outgoing mail, assist with onsite and offsite events, and support staff in using office equipment, grants management system, procuring and maintaining office supplies and trouble-shooting as needed.
 - E. Greet guests to office and ensure visitors are addressed in a prompt, professional and courteous manner.
 - F. Respond to MRAC's phone line and route telephone calls in order to provide excellent customer service.
 - G. Organize and maintain files and record retention.
 - H. Analyze operational standards, goals and policies and recommend improvements.
 - I. Coordinate internal and external ADA requirements.
 - J. Provide event logistical support for Big Check and Arts Advocacy Day events including developing contact list, sending invites, inviting legislators, generating reports.
4. Other Related Duties As Assigned (5%)
- A. Participate in monthly Racial Equity Task Force meetings and other ad hoc committees as assigned.
 - B. In the absence of an Executive Director, provide organizational status reports at board meetings, and to the Executive Committee as requested. Serve as liaison between board and staff.
 - C. In the absence of an Executive Director, hire, supervise and train temporary office assistance.
 - D. In the absence of an Executive Director, serve as operations liaison to consultants hired by the Executive Director or the Board, and with building management.
 - E. Participate in strategic planning meetings, and facilitate development of work plan to implement strategic and biennial plan and report.
 - F. Co-facilitate weekly staff meetings.

Qualifications

The nature of problems encountered in this position are somewhat varied situations; requires application of specific technical skills and expertise. Existing practices are used as guidelines to determine work methods. Incumbent works independently and resolves most problems without assistance.

Required Skills, Knowledge and Ability

Bachelor's degree and at least five years experience to include finance, human resources, operations and database management experience in an arts, nonprofit, academic or business environment, or an equivalent combination of education and/or experience to total nine years.

Professional experience in the public or nonprofit sectors in nonprofit finance management.

Experience using Quickbooks Online and preparing financial reports for a nonprofit organization.

Strong credentials in data management and/or information management systems, including grant application management or experience with various databases.

Computer proficiency, including use of email, spreadsheet, presentation, word processing, calendaring, google research, and web page applications.

Experience developing and managing a budget, with ability to interpret written and financial information, and analyze data to support conclusions.

Track record of excellent customer service by phone, email and in person for a variety of constituencies.

Ability to effectively communicate both verbal and written thoughts, ideas, and facts.

Attention to detail, strong logic and analytical thinker. Writes and presents information in a clear, concise and accurate way.

Ability to be facilitative, not proscriptive, in style – nimble in working with groups of many styles at various stages of development.

Experience working with diverse communities. Demonstrated respect for cultural inclusion, commitment to racial equity, the ability to be objective and supportive, a strong commitment to client service and relations are essential.

Demonstrated track record as a creative problem solver and ability to be flexible and adapt to change.

Ability to manage multiple projects and deadlines simultaneously, and stay calm in a fast-paced environment.

Preferred Skills, Knowledge and Abilities

Supervisory experience.

Courses or advanced degree in business, arts administration, arts production or presentation, human resources, finance, bookkeeping, information systems, nonprofit or grants management.

Experience interpreting policies, negotiating insurance contracts and/or reviewing legal contracts.

Knowledge of, or experience in a variety of artistic disciplines.

Experience in developing and presenting training.

Project management skills.

Prior experience serving on a grants panel or administering grant programs.

Computer experience with MacIntosh Office Suite including Excel, Filemaker Pro, Word, Keynote, Foundant, Acrobat, Google email, research and calendar systems.

Experience in managing budgets of \$4 million.