



theLEAF.org | 828.68-MUSIC
19 Eagle Street Ste 120, Asheville NC 28801
Connecting Cultures & Creating Community Since 1995

Position: *Chief Financial Officer* Organization: *LEAF Global Arts*
Preferred Application Deadline: Applications open until Position Filled.
Position Start Date: *Aug 1, 2024* (Exact date to be created with incoming best match for role)
Job Scope: *½ to Full Time*
Work Hours: Minimum 20 hours with at least 12 hours at LEAF Global and balance can be remote.

How to Apply: Directions are at end of Posting

Overview: LEAF Global Arts, situated in downtown AVL on the historic Block, is in search of a highly skilled CFO dedicated to maintaining year-round financial health. This role oversees a spectrum of financial functions, including budget preparation and management, billings, taxes, and oversight of various technology systems. This strategic position involves daily financial operations management, including bill maintenance, recording, reconciling, and auditing of accounting. The CFO must possess a background in bookkeeping and financial accounting, with proficiency in QuickBooks, Google Sheets, and MS Excel. This role is integral in fostering a dependable, excellent, positive, engaging, effective, and KIND tone in all financial relationships, both internal and external. Demonstrate a passionate dedication to the mission of LEAF, and integrate equity guiding principles into financial strategies and daily operations.

MAIN RESPONSIBILITIES: ***Job responsibilities include but are not limited to the below.*

Budget/Financial Operations:

- Facilitate clear communication and support for the entire budgeting process.
- Daily bookkeeping entries in Quickbooks including check writing & reconciliations
- Track team budgets, ensuring alignment with organizational goals.
- Manage accounts payable and receivables, credit card maintenance, and efficient filing.
- Provide grant reporting and audit support as needed.
- Ensure timely financial reporting to the team on a quarterly basis.
- Monitor sales tax and expense reimbursement tracking.
- Keep QuickBooks and database information updated across platforms.

Team Collaboration:

- Collaborate seamlessly with team leaders to ensure everyone has the details and connections needed for effective budget management.
- Provide support for team leaders to stay on track with their respective budgets.
- Engage with the Co-Executive Director (ED) team as an active partner, fostering a forward-looking and proactive stance in managing the organization's finances.
- Visit and engage with LEAF Global Arts Education programs (at least 3x monthly).

Operations + Event Support:

- Handle organization memberships and reporting for specific music-related entities.
- Provide financial support for events, including the preparation of finances, petty cash management, cash collection, recording, and process support.
- Act as a Finance Committee Staff Liaison for the Board and collaborate with Board Treasurer.

Board Engagement:

- Prepare reports for board meetings.
- Be a Finance Committee Staff Liaison for Board & Prompt Finance Committee on actions.
- Directly work with Board Treasurer.

Membership:

- Collaborate with the Co-Executive Director to grow and retain membership.
- Develop strategies for attracting and retaining new and lapsed members.
- Maintain membership gift acknowledgments and recognition.

Resources:

- Manage all fundraising activities, exploring new opportunities and creative resources.
- Cultivate donor relations, oversee pledge reminders, donor database files, acknowledgment programs, and ensure gift confidentiality.
- Oversee details related to fundraising pages on the LEAF website.

This role cannot be fully captured in descriptions; therefore, keep your spirit open for when there are spaces and opportunities to SHINE that expands your role and deepens the impact of the mission.

Skills & Experience Preferred:

- Non-profit mission alignment, with a strong commitment to diversity, equity, and inclusion.
- Bachelor's degree in finance, accounting, or a related field required; master's degree (MBA or MPA) or CPA strongly preferred.
- Leadership Skills and management abilities to oversee a lean organization, and ability to communicate financial information effectively to both financial and non-financial stakeholders.
- 3+ years of financial management experience, strategic planning, preferably in a non-profit.
- Proficiency in financial analysis, budgeting, forecasting, and board management.
- Knowledge of non-profit accounting principles, GAAP for non-profits, grant management, compliance, and reporting.
- Commitment to high ethical standards, financial transparency, and accountability.
- Strong problem-solving skills and a continuous learning mindset.
- Communication and Interpersonal Skills for collaborating with board members, executive leadership, staff, and external stakeholders.
- Technology Proficiency with financial software, accounting systems and familiarity with donor management software.
- Problem-Solving Skills and address financial challenges and find creative solutions.

- Continuous learning commitment to staying updated on changes in non-profit finance, accounting regulations, and best practices.
- Cultivating resources.

**If you do not meet some of the above, let us know other qualities you bring to bridge the gap.*

COMPENSATION:

- Pay is Commensurate with time and experience. For full time the range is \$50-64k, and amended accordingly for fractional time.

HONORING OF LEAF CORE VALUES IN DAILY WORK:

We are driven by our mission • We advocate for equity • We act with openness & integrity • We support each other as agents of positivity & care. "We Got This" • We collaborate with purpose • We celebrate with gratitude.

HOW TO APPLY:

Email: Jennifer@theLEAF.org cc: Leigh@theLEAF.org

Subject Line: "LEAF Global Arts Applicant". Include these 3 items:

1. Resume
2. Cover letter w/ 3 references
3. Link to a 3-minute video addressing the following:
 1. Why do you feel you would be a great LEAF CFO?
 2. Why are global arts education and experiences important?
 3. What is an example of something impactful, creatively or organizationally, that you have created in a work environment?
 4. What is a life goal of yours that aligns with LEAF's mission?

Note: Send a YouTube or web link of your video. Video can easily be made on a smartphone, is informal, and ONLY shown to our Interview Committee. Each applicant's Video is assessed on the same standards. LEAF abides by NC Equal Opportunity Guidelines.

Thank you for your interest in joining the LEAF Global Arts leadership team.

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LEAF Global Arts connects cultures and creates community through music, arts education and experiences, to cultivate curiosity, preserve cultures and promote global understanding. LEAF began in 1995. LEAF is a 501(c)(3) charitable organization.