

# Big Medium



## **Managing Director**

Reports to: Board of Directors

Supervises: Development Department, Operations and Finance Department

Status: Full Time/Exempt

Salary: \$85,000 - \$90,000

Benefits: Healthcare, Vision, Dental, and Retirement

## **Overview**

The Managing Director will be in a co-leadership position with the Curator and Artistic Director. The Managing Director will lead the daily management and operations of Big Medium. This position will develop strategic priorities including long-term business and financial planning, as well as aligning financial priorities with increased funding diversity and exploring sustainable strategic growth opportunities.

## **Management**

- Lead the organization by setting priorities, establishing policies, developing budgets, and setting long-range strategic goals in partnership with the Artistic Director.
- Enhance and contribute to the strategic plan; develop and align short and long-range objectives with the strategic direction; ensure that approved policies are upheld, evaluated, and updated.
- Lead the day-to-day operations and provide leadership, direction, and management of operations including human resources, finances, and information technology.
- Provide general office management and oversight, ensure proper supplies are available, assets are inventoried and tracked, and the office is clean and organized.
- Support the Board of Directors by delivering reports, including staff and committee reports, and by preparing printed materials and other Board meeting needs.
- Establish systems to optimize the organization's ability to make decisions and a culture that values effectiveness.
- Create a culture of transparency and consistency.

## **Fundraising**

- Work closely with the Development Director in creating funding proposals and evaluating outcomes and data in support of artistic, participation, and engagement activities.
- Work with the Development Director to identify potential sponsors and donors.
- Work with the Director of Development to organize events and campaigns to meet annual fundraising goals.
- Design promotional materials and increase awareness of Big Medium's work, goals, and financial needs.

## **Financial**

- Provide a strategic, high-level perspective on finance.
- Oversee all financial operations in collaboration with the bookkeeper and accountant.

- Issue all payments to employees, artists, and contractors.
- Make bank deposits.
- Prepare for and coordinate audits and provide requested financial documents.
- Review financial statements created by the bookkeeper.
- Prepare reports and invoices for grants and contracts.
- Process and approve invoices and reimbursements.

### **Human Resources**

- Oversee and support staff to further strategic goals that support Big Medium's overall mission as it relates to resource management.
- Ensure the systems and processes are in place to effectively recruit, onboard, train, retain, support, evaluate, and enrich a talented, highly motivated, and diverse staff.
- Create support materials for the onboarding process.
- Provide guidance and feedback for staff, manage performance reviews, salary increases, ongoing employment, and/or corrective measures to improve performance.
- Prepare contracts for employees and contractors and manage all personnel files.

### **Required Qualifications**

- Bachelor's degree in Business Administration or degree in nonprofit administration.
- At least 5 years of administrative and human management experience in the non-profit sector preferably.
- Knowledge and application of non-profit budget models, contracts, and federal grant compliance.
- Advanced leadership skills to manage multiple complex projects simultaneously and the ability to make timely decisions and move work forward.
- Excellent organizational, written, verbal, interpersonal, and administrative skills.
- Outstanding personal and professional integrity with the ability to establish and maintain productive and collaborative relationships with colleagues.
- Competency, knowledge, and application of human resources best practices with the ability to balance human needs with business needs.
- Quickbooks Online proficiency.

### **Preferred Qualifications**

- Master of Business Administration or graduate degree in nonprofit administration
- Human resources certificate or experience
- Accounting/finance certificate or experience
- Bilingual (English/Spanish)

This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Hours: 45 hours/wk (Average), 50 hours/wk (Sometimes), 60+ hours/wk (Peak)  
Monday-Friday: 9 AM – 5 PM CST