



Job Notice: Director of Finance and Operations, Grantmakers in the Arts

Grantmakers in the Arts (GIA) is seeking a Director of Finance and Operations to join its team. This position will report directly to the President & CEO, and work collaboratively with other members of the GIA team, including development, membership and program staff.

Grantmakers in the Arts (GIA) is the only national network of private, public and corporate arts funders in the US and Canada, including independent and family foundations, public agencies, community foundations, corporate philanthropies, nonprofit regrants and national service organizations. GIA is widely regarded as the go-to place for relevant discussion and action within the philanthropic field. At the intersection of philanthropy and the arts, GIA breaks down silos by creating and strengthening connections with, and for, those within its membership, their grantees and philanthropy across sectors. GIA's many programs and resources can be found at www.giarts.org.

GIA seeks a **Director of Finance and Operations**. The Director of Finance and Operations reports to the President and CEO and is primarily responsible for financial and legal reporting, and administrative, technical, and physical systems that support GIA's activities, including human resources and consultant relationships and contracts including for GIA's IT, website, and Customer Relations Management systems, among others.

Desired qualifications and experience are as follows:

- Bachelor's degree is preferred or equivalent experience in nonprofit financial and operational management.
- Minimum of five years' experience in management and supervision of nonprofit fund accounting systems.
- Experience in nonprofit office management, including:
 - oversight of office policies and procedures;
 - human resources administration; experience with a professional employer organization (PEO) is a plus
 - practical implementation of electronic technologies, including databases.
- Knowledge of, experience with arts/culture preferred, but not required.
- Knowledge and experience of philanthropy or foundations preferred, but not required.
- Adept in the use of QuickBooks, and familiar with Microsoft Office 365.

Quita Sullivan, Chair
New England Foundation for the Arts

Pam Breaux, Vice Chair
National Assembly of State Arts Agencies

Michelle Ramos, Treasurer
Foundation for Louisiana

Adriana Gallego, Secretary
Arts Foundation for Tucson and Southern Arizona

Susan A. Anderson
Alaska Pacific University

Rocío Aranda-Alvarado
Ford Foundation

Jennifer Coleman
The George Gund Foundation

Sharon DeMark
St. Paul & Minnesota Foundation

Tracey Knuckles
Bloomberg Philanthropies

Tina Kuckkahn
First Peoples Fund

Kathy Mouachepao
Metropolitan Regional Arts Council

Anna Needham
Arizona Commission on the Arts

Glenisse Pagán Ortiz
Filantropía Puerto Rico

Kristin Sakoda
Los Angeles County Department of Arts and Culture

Bré Rivera
Building Transformation and Joyous Futures

Robert Smith III
Surdna Foundation

Marissa Tirona
Grantmakers Concerned with Immigrants and Refugees

Carlton Turner
First Peoples Fund

Sixto Wagan
Houston in Color

Marcus Walton
Grantmakers for Effective Organizations

Eddie Torres
President & CEO

Nadia Elokdah
Vice President & Director of Programs

Champ Knecht
Director of Operations & Finance



Grantmakers in the Arts

Supporting a Creative America

- Commitment to working collaboratively with a range of constituent groups, including staff, board members, volunteers, donors, program partners, and participants.
- Good verbal and written communication skills.
- Proof of work eligibility and the ability to travel.

Responsibilities and duties

Finance and Budget:

- Support budget development working with President & CEO.
- Serve as primary staff contact for GIA's Board Treasurer and finance committee, including scheduling and leading committee meetings.
- Manage accounting systems. Currently all finances are kept in QuickBooks
- Coordinate annual audit and provide auditors with all the information and materials necessary for their work.
- Create monthly financial reports for review by President and finance committee, as well as ad hoc reports for fundraising purposes
- Coordinate all journal entry systems for allocation, reclassification and for corrective actions.

Human resources

- Oversee payroll, benefits plans, and employee-related taxes and regulatory requirements.
- Maintain personnel records. Refine and oversee systems for personnel record-keeping.
- Work with President & CEO on any personnel policy changes or updates.
- Manage PEO relationship, as well as other outside contractors and vendors

Board relations

- Participate as the staff liaison with the board of director's Finance Committee, Audit Committee and any other function for which the board requires financial representation regarding the operations of GIA.

Facilities and equipment

- Manage and oversee maintenance of office equipment.
- Oversee purchases, leases, capital acquisitions, and relations with outside vendors.
- Manage internal computer network. Oversee maintenance of computer hardware and software, including GIA database.
- Supervise contractual IT consultant.

Information technology, database development and technical maintenance

- Act as purchasing agent for all IT equipment and supplies.
- Establish protocols for file security and plans for maintenance of back up files.
- Order and maintain databases of all digital subscriptions.



Grantmakers in the Arts

Supporting a Creative America

Office management and internal communications

- Oversee and update internal policies and procedures, office information systems, and internal communications systems.
- Manage storage maintenance.

Annual conference

- Work with Membership Manager in overseeing the registration process and reconciling financials for the conference and with the Director of Programs in conference budgeting and reporting.

Development

- Work with the Membership Manager to reconcile membership records and financial records, (database information and Quick Books), and prepare financial statements as needed for grant proposals.

Grantmakers in the Arts uses QuickBooks, Microsoft Office 365, Adobe, Salesforce, Stripe, and Bill.com. Familiarity with these platforms is a plus.

This is a full-time (40 hours per week) fully remote, non-exempt position with some after-hours, weekend work, and travel required. Grantmakers in the Arts intentionally considers candidates from historically underestimated communities including racialized people and people with disabilities.

Compensation: Salary range: \$114,000-\$132,000 dependent on experience. A comprehensive benefits package includes leave time, insurance, and a 5401(k) plan.

TO APPLY: Candidates should e-mail a cover letter and resume to jobs@giarts.org using the **subject line: Director of Finance and Operations.**

Timing: Review of applications will begin in September 2026. We anticipate conducting interviews between September 2026 and January 2027 with an offer made in February 2027. We anticipate the selected candidate starting in May 2027.