



Position: Chief of Staff

Reports To: Executive Director

Direct Reports: none

Position Summary:

Art-Reach creates, advocates for, and expands accessible opportunities in the arts so the full spectrum of society is served. While embracing a design forward approach, Art-Reach transfers power to communities facing barriers and turns their input into action by redesigning programs and policies at over 200 cultural organizations, with a specific focus on engaging people with disabilities and people experiencing poverty.

Reporting to the Executive Director, the Chief of Staff holds an administrative leadership role, overseeing financial and human resource functions for Art-Reach. The Chief of Staff is part of a three-person Executive Office at Art-Reach that also includes the Executive Director and the Associate Director for Leadership Initiatives. In partnership with the Executive Director, the Chief of Staff will monitor departmental strategic initiatives and ensure that initiatives are on track to meet goals. They will lead internal staff meetings and work closely with external support vendors including Bookminders, auditors, and insurance brokers. The Chief of Staff is the primary liaison between the executive office and Art-Reach staff.

Administration

- Act as liaison between the Executive Director and departmental directors.
- Keep Executive Office aware of, and advocate for, departmental and organizational needs to the Executive Director as necessary.
- Monitor implementation of strategic priorities throughout Art-Reach departments.
- Work in partnership with the Executive Director to develop organizational strategies.
- Facilitate monthly all-staff meetings and act as Executive Office liaison for departmental meetings.

Financial

- Oversee financial operations of Art-Reach including revenue and expense coding, bank deposits, invoicing, bill payment, and monthly reporting in accordance with Art-Reach financial controls.
- Conduct weekly meetings with Bookminders (bookkeeping firm) and ensure timely preparation of monthly financial reports.
- Monitor financial accounts including operational checking, reserve accounts, and investments
- Process biweekly payroll through Payroll Service Solutions platform and ensure any payroll deductions/reimbursements are processed in a timely manner.
- Coordinate with Executive Director to plan and execute annual budgeting process.
- Work with external auditor and Bookminders to conduct the annual financial audit process.

Human Resources

- Guide the hiring process as needed across the organization and lead the onboarding effort for new staff members.
- Manage employee benefit programs including health, dental, PTO and 403b administration with support from external brokers.
- Review and update employee policies and procedures related to employee experience.
- Consider training and professional development opportunities and plan organizational activities.
- Implement employee review process for Executive Office and departments.

Candidate Profile

First and foremost, you should have a passion for creating a justice based world. Art-Reach works hard to create a world where people with disabilities and people experiencing poverty can bring their authentic selves into experiences. The person in this role is the one who tells that story to people and places that can fund our work. The idea ‘nothing about us, without us’ is incredibly important to Art-Reach so people with disabilities and people who have experienced poverty are encouraged to apply.

No one candidate will be perfect for this job. The skills and experience needed to be successful for this job exist on a spectrum. One version of a strong candidate might currently be a Director of Administration at a small organization. Another strong candidate might not have financial experience at all but they are a human resource generalist who is looking to expand their role to include more financial oversight. Another candidate might be a person who aspires to be in a leadership role and wants to get a close overview of the day-to-day operations of a small organization. Any candidate who has experience managing multiple priorities, navigating interpersonal relationships, and a commitment to detail should consider this role.

Familiarity with nonprofit and/or business administration, or a willingness to learn, is going to be really helpful for anyone who enters this role. You will be well positioned for success if you bring knowledge of financial best practices, budgeting, and human resource administration. Art-Reach uses Microsoft Office Suite and Teams, QuickBooks, NeonCRM, Smartsheet, and a few other programs to manage its work. If you are familiar with any of these products, or products similar to them, we want to hear about it.

Art-Reach does not believe that success is predicated on the academic degrees you possess. As such, degrees are not required for positions at Art-Reach. If you believe your educational experience adds to your candidacy, we are excited to hear about it.

One more note before we move on. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and people from systemically excluded groups apply to jobs only if they meet 100% of the qualifications. Art-Reach wants to leave those statistics in the past as much as you do. No one ever meets 100% of the qualifications. Just apply.

Personal Characteristics:

Strong interest and belief in creating accessibility in the arts and culture community around Philadelphia. A strategic and decisive problem solver, with an ability to think creatively, opportunistically, and analytically. An experienced relationship builder and influencer.

What we are offering:

The annual salary for this position is \$55,000 - \$65,000. Art-Reach pays 85% of monthly health premiums and matches the first \$1,000 of 403(b) savings per year for employees who opt into the employee retirement savings program. Additionally, Art-Reach offers a \$20 per month reimbursement per employee for personal internet/phone use.

The Organization:

Art-Reach's mission is to create, advocate for and expand accessible opportunities in the arts so the full spectrum of society is served. Our programs influence and create systemic change in the cultural sector throughout the Philadelphia region so that people with disabilities have access to the arts.

Art-Reach is the only organization in the Philadelphia region working toward cultural accessibility on a scale that includes over 400 organizational partners, with programs that directly impact over 200,000 people annually.

Art-Reach's core programs include four areas: large-scale collaborations, education and learning initiatives, strategic accessibility planning, and arts programming for human service agencies. Art-Reach currently runs three large-scale collaborative programs: ACCESS, the Virginia and Harvey Kimmel Family Fund STAMP program, and the Philadelphia Agreement. In education and learning, Art-Reach presents workshops on cultural accessibility through its annual conference, and conducts trainings, workshops and cohort learning opportunities throughout the year. In accessibility planning, Art-Reach is leading a three-year effort to deliver 76 strategic accessibility plans to arts organizations by 2026. Finally, Art-Reach curates cultural arts programming for human service agencies by distributing free and low-cost tickets to theaters and performing arts venues, along with highly interactive, design-driven, participatory experiences for people with disabilities through its Kimmel Family ENCORE program.

At Art-Reach, the way we work is as important as the work we do.

In the same way that Art-Reach centers the communities it serves and responds to their needs, it aspires to center the humanity of its employees and respond to their needs in progressive and empathetic ways.

- We value a **collaborative process** in planning, implementation, and evaluation that includes different perspectives and informs the vision for everything that Art-Reach hopes to accomplish.
- We value **trust** as the root of our conversations, plans, and in the work we do. Trust allows us to have open and honest conversations, facilitates healthy conflict, and creates straightforward evaluation of our work. The trust we have in each other creates accountability for everyone to Art-Reach's vision.
- We value **lived experience, perspective, and background** of our coworkers, interns, volunteers. We embrace anti-ableism and anti-racism practices to create systemic change through intentional changes in policy, action, and programs.
- We value **experimentation** as our way toward innovation. Along the way we embrace risk and failure as critical components to creating an environment where we continuously learn and grow as we make systemic change happen.

- We value **choice in how and when we work**. Every Art-Reach employee has autonomy to choose when to prioritize their work, their family, or any other commitment that is important to them in ways that allow for their personal, mental, and physical well-being.
- We value **exploration in professional and personal development** through formal and informal learning opportunities. In line with the various ways people absorb information Art-Reach supports its team in pursuit of growth while embracing a community of learning. Art-Reach does not consider formal education as a prerequisite for employment.
- We value **teamwork and the interrelation of our roles**. Art-Reach colleagues understand that their work directly impacts the work of their colleagues. Teamwork between departments is critical to ensure success across the organization.

What to expect in the process:

Step one: All submissions will be reviewed and the initial candidate pool will be formed. Not all submissions will make it into the candidate pool. Once the pool of candidates is established, Art-Reach will setup a brief initial conversation. After those conversations the candidate pool will be reduced and candidates will be notified of their status.

Step two: Remaining candidates will take part in an interview via zoom with the Executive Director and the Associate Director for Leadership Initiatives. After this interview, the candidate pool will be reduced to finalists and all participants will be notified of their status.

Step three: Finalists will meet with the Executive Director and Art-Reach's departmental directors. This will take place via zoom or in-person depending on the comfort level of everyone involved. The final candidate will be selected after this interview.

Step four: Selection and placement of the final candidate. Placement for this position is anticipated to occur in March 2024.

To Apply:

If you wish to explore this position, send us an email at HR@art-reach.org by February 11, 2024, and place 'Chief of Staff' in the subject line. Include a summary of your work experience using any combination of an attached resume, letter, narrative, or any other format that feels comfortable to you.