



BRIC
Chief Financial Officer
Brooklyn, NY



About BRIC

BRIC is a leading arts and media institution anchored in Downtown Brooklyn whose work spans contemporary visual and performing arts, media, and civic action. For over forty years, BRIC has shaped Brooklyn's cultural and media landscape by presenting and incubating artists, creators, students, and media makers. As a creative catalyst for their community, BRIC ignites learning in people of all ages and centralizes diverse voices that take risks and drive culture forward. BRIC builds Brooklyn's creative future.

About the Chief Financial Officer Role

BRIC seeks an experienced Chief Financial Officer (CFO) to provide strategic financial leadership and direction to the organization. The CFO will be responsible for overseeing all financial functions, including accounting, budgeting, forecasting, cash management, audit, and compliance. The CFO will sit on the executive team of the President with the Chief Operating Officer, Chief Program Officer, Chief Development Officer, and Chief Marketing Officer. They will report directly to the President and oversee a team of three fulltime staff members and occasional consultants. They will also work closely with the senior leadership team to support the mission and values of BRIC.

The CFO will establish and monitor the annual operating budget, appraise the organization's financial position and issue reports, and oversee audit, tax, accounting, purchasing, real estate, and insurance activities for the organization. The CFO ensures the organization's compliance with all relevant government agencies, banking institutions, and other external entities and oversees the management of all government contracts. The CFO designs and implements a cash management system, evaluates the need for obtaining credit or investing surpluses, and manages BRIC's investments and assets.

The CFO must be a detail-oriented strategic leader who can manage the financial needs of the organization, be responsive to the leadership and the Board, and work closely with the auditors. The CFO will have strong interpersonal skills and have the ability to address and solve problems as they arise. The successful candidate must be flexible, a team player, capable of collaborating with program and fundraising teams, and strongly committed to BRIC's mission.

Responsibilities

The CFO will be responsible for the following in addition to any other project as assigned by the President:

Strategy

- As a true thought partner to the President and leadership team, assess organizational performance against both the annual budget and BRIC's long-term strategy. Develop

tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.

- Develop and implement accurate and timely budget forecasting techniques to ensure effective financial planning and decision-making.
- Prepare and lead the Board finance, audit, and fund committees around issues, trends, and changes in the operating model(s) and operational delivery. Be present at full board meetings to provide information and answer questions.
- Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).
- Oversee long-term budgetary planning and costs management in alignment with BRIC's strategic plan, especially as the organization considers sponsorships and collaborations with external organizations.
- Participate in the ongoing strategic planning process as an integral member of the senior leadership team.

Financial and Operational Management

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and audit requirements.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Oversee budgeting and the implementation of budgets to monitor progress and present financial metrics both internally and externally.
- Manage and track the performance of BRIC's investments as established by the investment committee.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and BRIC's Board of Directors; prepare and communicate monthly and annual financial statements.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

Team Management

- Oversee a team of three full time staff members and occasional consultants, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Engage other members of the executive team to facilitate cross-department collaboration that ensures that all financial solutions positively support BRIC's evolving strategy, operational delivery, and data collection needs.
- Serve as a thought partner to the President on the organization's financial, budgeting, and administrative processes with an eye to continuously developing and improving systems.

Qualifications

The CFO will be a leader with at least 10 years of broad finance experience. They will have experience managing the finance function (accounting, budgeting, control, and reporting) within a complex organization.

The CFO will have the following experience and attributes:

- A minimum of a BS; MBA preferred; a CPA would be a plus (or equivalent work experience)
- Demonstrable passion for BRIC's mission
- Evidence of having worked as a business partner to the President of a multi-divisional organization. If coming from the for-profit world, nonprofit board experience is preferred.
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Deep understanding of and experience with audits
- An effective communicator at all levels in the organization, with strong oral and written skills and a willingness to share information.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting
- A collaborative and flexible style, with a strong service mentality. Needs to be a team player who is committed to lifelong learning
- Experience in an arts/media nonprofit a plus

Other Things to Know:

- **Compensation:** The annual salary range for this position is \$180,000 – \$200,000.
- **Status and Location:** This is a full-time, exempt role based in our Brooklyn office.

- **Benefits:** BRIC has a comprehensive benefits package, including: paid time off, 403(b) retirement plan, pre-tax transit cards, medical flexible spending plans and more. BRIC currently pays 100% of the premium for employee medical, dental and vision coverage starting on the first of the month after two months of employment.
- **Mission & Values:** BRIC is committed to building Brooklyn's creative future. We advance opportunities for visual artists, performers, and media makers. We present bold work that reflects diverse audiences and speaks to the world. We ignite learning in people of all ages. We unite Brooklyn through art and creativity to build community and make change.

This position description is based upon material provided by the BRIC, an equal opportunity employer.

To apply to this position, please click [HERE](#).

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