



Finance Director

Description: The Finance Director is a key member of the senior leadership team, responsible for the fiscal management of Wortham Center for the Performing Arts, a nonprofit 501(c)3 organization.

Located in the heart of downtown Asheville, NC, Wortham Center for the Performing Arts includes the **Diana Wortham Theatre** (500 seats), **Tina McGuire Theatre** (100 seats) and **Henry LaBrun Studio** (mixed use). Wortham Center connects artists, audiences, and community through the presentation of an annual series of critically acclaimed touring artists, a robust education program, and space use by local organizations and promoters.

Key Responsibilities:

Reporting to the Managing Director, the Finance Director is charged with managing and communicating all financial matters with the leadership team and board of directors to enhance strategic decision-making and strengthen the organization's internal capacity and long-term fiscal stability in alignment with the Wortham's mission and goals.

The Finance Director plays a key role in a broad range of operations and initiatives, and will:

- Operate as a member of a dynamic team supporting Wortham's mission
- Serve as a thought leader on financial and strategic matters
- Monitor and manage cash flow
- Prepare and present financial reports
- Oversee an annual audit with independent auditors
- Manage corporate insurance and risk-management systems
- Support HR practices such as benefits administration and compliance
- Maintain proper internal controls and segregation of duties
- Serve as staff liaison for the Finance Committee of the board of directors
- Track and communicate analysis of financial results and trends
- Lead the annual budgeting process
- Display familiarity with the latest trends in governance, legal and finance for NPOs
- Participate in training opportunities when applicable

Qualifications:

- Minimum BA/BS in Accounting, Business or Arts Management
- A passion for the performing arts
- Five or more years relevant work experience with nonprofit accounting and auditing procedures
- Proficiency in Microsoft Office and Quickbooks software
- Demonstrated skills in budgeting, financial planning, and analysis
- Understanding and experience with grant fulfillment and reporting

- Excellent written and verbal communication, interpersonal and organizational skills
- Ability to work effectively in a team environment and independently with limited direct supervision
- Ability to work under pressure, manage personal workload, and balance multiple tasks simultaneously
- Knowledge of ticketing systems such as Audienceview, Patron Manager or similar ticketing/CRM program is a bonus but not required

Characteristics:

The ideal candidate will be:

- Detail-oriented
- Self-motivated
- Solution-focused
- Ethical
- Highly collaborative
- Able to meet critical deadlines
- Curious
- A critical thinker
- Adaptable

Special Considerations:

- Will often be required to walk, stand, sit, and lift up to twenty-five pounds
- Requires a valid North Carolina Driver's License and clean driving record
- Night and weekend work required, based on project and event schedules
- Periods of high volume/workload may be required

Wortham Center operates in Fiscal Year 24 with a \$1.9m budget, with 76% earned revenue and 24% contributed revenue. The organization employs 12 full-time and 45 part-time staff as well as 100 volunteers and operates with a 14-member board of directors.

The position is available immediately and will remain open until filled. Wortham Center for the Performing Arts offers an industry competitive salary contingent on experience and qualifications, and excellent benefits such as health, dental, FSA, life insurance, parking, vacation, and sick pay.

Application:

Submit a cover letter and current resume as one document to rae@worthamarts.org. Please use "Finance Director" as the subject line. No calls or drop-ins.

The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, and credit history based upon the requirements of the position.

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks.

Wortham Center is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.