

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Arts Warehouse ~~Manager~~Director

Location: ~~20 N. Swinton Avenue~~313 NE 3rd Street

Reports to: CRA Executive Director

Level/Grade:
~~\$7158,2000-\$10690,000~~

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

~~This is a highly responsible position. Coordinator that oversees the operations and programming of a 15,000 square foot facility. This position also will manage an over \$30050,000 operating budget, organizes and develop programming, manages fundraising efforts, coordinates staff and volunteers, and develop the operational platform for the Arts Warehouse.~~

The ~~Manager-Director~~ will be supervised by the CRA Executive Director. The ~~Director Manager~~ would work with the Executive Director and other arts-related organizations to set the strategic direction of the facility to ensure financial stability, high-quality programs, new initiatives, and a positive community presence.

The position requires an articulate, result-oriented individual with experience in administering non-profit or public programs that require civic engagement, fundraising expertise and strong communications skills.

Duties & Responsibilities:

~~The Manager's~~ specific job responsibilities will center on executing the overall policies of the CRA and implementing their vision, goals and objectives:

- Administrative/Leadership Duties
 - a) Preparation and distribution of materials for Board and Committee meetings
 - b) Primary spokesperson for the Arts Warehouse in the community and with the news media
 - c) Develop and manage initiatives designed to support and encourage the community's cultural vitality and nurture Delray Beach's creative sectors
 - d) Administrative aspects of operation (i.e. human resources, budgeting and financial activities, record keeping, communications and marketing, liability insurance and workmen's comp, contracts and legal, etc.), and plan, direct and supervise the activities of subordinates.
 - e) Coordinate and manage work of volunteers
 - f) Market available leasable space to artist community to obtain a diverse representation of artists and manage agreements for leasing of artists' studios, "maker space", and business incubation space
 - g) Implement a facility maintenance plan for the Arts Warehouse. The Plan would include proposed rules and regulations, security and safety requirements, and overseeing necessary maintenance and repairs for the building
 - h) Coordinate/collaborate with other arts & cultural facilities in Delray Beach and Palm Beach County
- Funding/Grants
 - a) Prepare and implement a funding plan for short term and long term operations. The Plan would identify sources of revenue (grants and others) from public and private sectors (local, regional, federal and state)
 - b) Coordination of grant applications, grant management and reporting

- c) Develop strategies for permanent funding of art and cultural programs
- Public Relations
 - a) Establish liaisons with key communication organizations, but not limited to those involved in arts and culture, such as: Delray Beach CRA, City of Delray Beach, Creative City Collaborative, Public Art Advisory Board, Greater Delray Beach Chamber of Commerce, Delray Beach Marketing Cooperative, Pineapple Grove Arts District Board, West Atlantic Redevelopment Coalition, and Downtown Development Authority
 - b) Develop marketing and communications strategies for the Arts Warehouse
 - c) Create a website to serve as a marketing resource center for cultural facilities and work closely with other Delray Beach marketing/branding efforts, including social media
- Unified Strategies
 - a) Establish liaisons with Delray Beach cultural and arts organizations
 - b) Development and support of the Arts Warehouse as one of the cultural organizations for Delray Beach
 - c) Implement program for operations and management of the facility including but not limited to: Establishment and implementation of a screening and selection process; programming of exhibits and special events; establishing workshops, classes and a visiting artists' program
- Other duties as assigned by CRA Executive Director

Education, Skills & Experience Requirements

- Bachelor's degree in Art, Arts Administration, Business Administration, Public Administration or related field, plus seven (7) years of progressively responsible work experience in arts management or related area, which must have included two (2) years in a management or supervisory capacity
- Ability to work independently and to act as self-starter
- Thorough knowledge of the principles and practices of arts management, including knowledge of federal, state and local regulatory requirements applicable to arts management
- Ability to supervise diverse individuals working as staff, independent contractors or consultants and volunteers
- Collaborative attitude and ability to work in a team environment within a nontraditional space
- Experience in developing public policy and entrepreneurial initiatives that support and enhance the community's artistic and cultural amenities
- Experience in program marketing and audience development
- Ability to use computers, software and equipment to improve operations and communications
- Public speaking and advocacy, including facilitation experience
- Familiarity with public art and urban design theories, programs and practices
- A general knowledge of the technical aspects of visual art media
- Excellent organizational skills and the ability to manage multiple competing deadlines
- Knowledge of the techniques and principals of public relations, external arts community image building, and marketing
- Excellent communication skills -ability to prepare and present professional oral and written reports and recommendations
- Strong interpersonal skills and the demonstrated ability to establish effective working relationships with the public, government officials, business community and arts community

Approved by: 11/13/18

Title: CRA Executive Director

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Finance and Operations Director

Location: 20 N. Swinton Avenue

Reports to:
Title: CRA Executive Director

Level/ Grade:

Pay Range:
\$71,000 - \$1~~596~~,000

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours: 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

Highly responsible position in the operation and direction of financial accounting systems for the CRA and affiliated entities. Encompasses a broad range of functions from basic bookkeeping to budget preparation, financial analysis, forecasting, tracking and reporting systems. The Finance Director works under the general direction of the Executive Director and exercises considerable independent judgment in the completion of assignments.

Duties & Responsibilities:

- Handles A/P, A/R through GL and monthly financial statements
- Bank reconciliations, deposits, wire transfers, checks and invoicing
- Manage Human Resources Functions
- Manage Payroll Functions
- Prepares records for annual audit
- Prepares agenda back-up for budget related items
- Assists Executive Director in the preparation of annual operating and capital budgets and budget amendments
- Coordinates with City and other agency staff and others on budget and financial matters
- Conducts financial analyses and prepares appropriate reports
- Oversees banking relationships and financial management to maximize investment
- Controls and disburses funds under compliance of GAS reporting requirements
- Serves as liaison for City/CRA financial matters
- Tracks City projects requiring CRA funding and coordinate with City project accountants
- Job and project costing
- Reviews applications for grant funding to ensure compliance with program requirements
- Oversees disbursement process for grant and loan recipients and maintains files in accordance with program requirements
- Interfaces with City of Delray Beach on joint infrastructure grants
- Supervises Finance Coordinator
- Supervises Green Market Manager and oversees functions of that position

Education, Skills & Experience Requirements:

- BS or BA in finance, accounting or business.
- MBA and/or CPA preferred.
- Minimum seven years professional experience in an accounting
- Experience in nonprofit and/or government environment
- Knowledge and understanding of government and/or fund accounting
- Knowledge of computer software applications for automated accounting systems
- Ability to work independently; follow written and verbal directions; problem solving skills
- Ability to use database and software to prepare and analyze financial statements, reports and presentations
- Ability to establish and maintain effective relationships with coworkers, other agency staff and the public

Reviewed by:

Title: CRA Executive Director

Approved by:

Title: CRA Executive Director

Updated ~~5.28.15~~ 11-13-18