

# Job Description:

## BHA Operations Director



### Summary:

The Brew House Association (BHA) is a non-profit organization established in 1991 to provide a supportive environment for artists to live and work. Its mission is to provide artists with the support necessary to foster invention, creation, and collaboration, and encourage creative risk-taking and the pursuit of artistic excellence.

The BHA is seeking a part-time Operations Director to administer the organization's business development and financial management efforts. In addition to their focus on these responsibilities, the Operations Director will report to and work in conjunction with the organization's Board of Directors.

### Responsibilities:

#### **BUSINESS DEVELOPMENT**

- Maximize occupancy in BHA's rental units, to generate revenue in order to support BHA's impact programming
- Act as landlord for BHA renters, collecting rent, communicating with tenants, coordinating maintenance with TREK development
- Preparing leases for rentals and contracts for events
- Promote space rentals for special events for corporate groups and individuals
- Act as event coordinator for space rentals including showing the space, scheduling and overseeing events, and billing
- Establish and maintain relationships with business and community leaders (inside and outside of the Arts)
- Oversee any changes, upgrades, additions to BHA spaces

#### **FINANCIAL MANAGEMENT**

- Develop and implement the annual budget
- Provide monthly dashboard to Board of Directors on BHA's short and long-term financial strength and its alignment with the organization's overall strategy and vision
- Manage leasing obligations and payments with tenants
- Utilize software to process fiscal documents and to track and project BHA's financial health
- Manage accounts payable and receivable and cut checks to vendors
- Make bank deposits
- Oversee annual audit and 990 filing

### Education & Experience

- Undergraduate degree required in either Arts Administration, Nonprofit Management, or Business (Master's degree strongly preferred)
- 3-5 years of experience in an administrative position at a nonprofit organization, which included interfacing with a Board of Directors, developing and managing budgets, and developing and implementing strategy
- Competency in Microsoft Office products including Word, Excel, and PowerPoint

## **Abilities & Traits**

- Commitment to excellence and inclusivity in the creative sector with a demonstrated dedication to high professional ethical standards and a diverse workplace
- Understanding that the arts is capable of community enrichment and economic development
- Belief that lasting and impactful 21<sup>st</sup> century innovation will arise at the intersection of art, technology, and community
- Exceptionally capable at rapid problem solving
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- Knowledge of tax and other compliance implications of non-profit status
- Analytical and persuasive with details and facts
- Ability to work evening and weekends as needed

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested.

## **How to Apply**

Please send resume, cover letter, and three references to:

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 10 pounds. The work environment characteristics are representative of those an employee encounters in an office environment.

## **Diversity Statement**

BHA is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment and strongly encourages applications from minorities and women.

BHA values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. The BHA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs and other BHA administered programs and activities.