

Monday, June 26, 2017

Operations Director

Company: RIOULT Dance NY
Location: NYC, NY
Compensation: paid

► [Share](#) | [Print](#) | [Download](#)

The Operations Director (OD) will be responsible for:

Financial Management
Human Resources and Risk Management
Facilities
Organizational Effectiveness

Reporting to the Executive Director (ED) and serving as a member of the Management Team, this position's primary responsibility is ensuring organizational effectiveness and the efficient performance of all activities, by providing leadership for the organization's operational and financial functions.

Working with the management team, the OD will manage many aspects of the day-to-day operation of the organization and also contributes to the development and implementation of organizational strategies, policies and practices. The Operations Director is expected to manage several part-time and contract employees to support these activities. This position will also interact with the Board of Directors.

Financial Management

Work with ED and department heads in creating annual organizational budget
Reconcile and prepare monthly P&L, balance sheets, and cash flow statements; assess monthly and quarterly financial and operational goals
Generate year-end reports, and fulfill tax related requirements
Prepare and submit all nonprofit state and federal requirements
Maintain and/or oversee maintenance of Organization's, current and archival administrative files
Develop long-range forecasts and maintain long-range financial plans
Contract and supervise accounting relationship
Oversee annual audit and liaise with all outside vendors
Develop and maintain Accounting/Bookkeeping/Operations Manual
Oversee the day-to-day bookkeeping duties
Liaison to Audit and Finance committees

Human Resources and Risk Management

Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, trademark, partnerships, licensing, etc.
Maintain organizational insurance policies e.g. D&O, health, liability, workers comp, unemployment, etc.
Establish and oversee policies and procedures to minimize organizational risk
Maintain employee benefits
Prepare Payroll
Develop and oversee employee handbook
Hiring, personnel management, and record keeping

Facilities Management

Hire and supervise building manager and maintenance staff
Develop procedures and guidelines for building repairs and supervision
Work with ED to negotiate building leases
Coordinate with all vendors and contractors
Maintain building related documentation, warranties, etc.

Organizational Effectiveness

Manage office operations
Implement and supervise IT areas which will include computer systems, phone, internet and associated vendors
Negotiate, analyze, and prepare all contracts and agreements for business operation of organization for ED review
Contribute to short and long-term organizational planning and strategy as a member of the management team

Qualifications

Experience in Financial Management
Strong background and knowledge of accounting practices, including experience with Quickbooks
Budget development and oversight experience
Knowledge of tax and other compliance implications of non-profit status
Understanding on Nonprofit laws, accounting procedures, and reporting requirements
Excellent computer skills and proficient in Excel, Word, and Outlook

Excellent communication skills both verbal and written
Knowledge and experience in organizational effectiveness and operations management implementing best practices
Knowledge and experience in facility management
Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
Excellent interpersonal skills and a collaborative management style
A demonstrated commitment to high professional ethical standards and a diverse workplace
Excels at operating in an fast-paced environment
Excellent people manager, open to direction, and collaborative work style
Commitment to the mission of RIOULT Dance NY

RIOULT Dance NY is committed to supporting the creation of new works by founder and choreographer Pascal Rioult; to communicating the essence and intensity of his artistic vision; to sustaining its company of dancers; and to educating and expanding audiences for modern dance at home and through touring, nationally and internationally. Founded in 1994, RIOULT Dance NY fast became an established name in modern dance with a reputation for presenting the sensual and exquisitely musical works of Pascal Rioult. The NYC-based dance company presents an annual NY Season, tours nationally and internationally, conducts extensive in-school arts education and community outreach programs, and offers public dance training through classes, workshops, and intensives.

The position will begin September 2017. Salary is commensurate with experience. Please submit a cover letter and resume to amy@rioult.org and title the email Operations Job.

RIOULT Dance NY
246 West 38th Street, 11th floor
NYC, NY, 10018
2123985901
www.RIOULT.org

For more information:
Amy Harrsion
amy@rioult.org
2123985901

[< back](#)

[previous listing](#) • [next listing](#)