



# EDMONDS CENTER FOR THE ARTS

## Director of Finance & Operations

**POSITION TITLE:** Director of Finance & Operations

**ADMINISTRATIVE LEVEL:** Senior Director

**EMPLOYMENT STATUS:** Permanent, Full-Time, Exempt

**REPORTS TO:** Executive Director

**STARTING SALARY RANGE:** \$95,000 – \$125,000, plus excellent benefits (see below)

**POSITION SALARY RANGE:** \$82,005 - \$130,995

### ABOUT US

Edmonds Center for the Arts (ECA) is one of the premier performing arts centers in the Pacific Northwest--a 700-seat jewel-box venue located in Edmonds, Washington, just 20 minutes north of Seattle. Owned and operated by the Edmonds Public Facilities District (PFD), ECA opened in 2006 in a beautifully renovated historic high school and has since built a beloved reputation for live performance, arts education, and community engagement across the Puget Sound region.

Every year, ECA curates a focused **season of presented events** spanning music, dance, comedy, theater, spoken word, and more, from classical to Broadway, jazz to folk, pop to world music, with complementary **educational events**. Through our **Rentals** Department, we host 130+ additional events produced by touring and local artists and community organizations. Together, these programs serve more than **90,000 patrons annually**, supported by a **financially stable organization**.

Edmonds Center for the Arts is where community and culture come alive!

### ABOUT THE OPPORTUNITY

The **Director of Finance & Operations is a newly created position** joining ECA at a pivotal moment of transformation. This is an exciting opportunity for a seasoned finance and operations leader to strengthen the systems, structures, and culture that power a beloved Pacific Northwest institution from the inside out.

As an essential member of the Executive Leadership Team, the Director reports to the Executive Director and serves as ECA's internal core, bringing together controller-level financial stewardship, HR administration, technology, and facilities operations to ensure the organization runs with clarity, care, and long-term sustainability in mind. We are looking for someone who has done this work before and is ready to step in and lead.

The right candidate is committed to equity and inclusion, welcoming of diverse perspectives, and invested in making sure colleagues and partners feel valued and empowered.

### CORE RESPONSIBILITIES

*At ECA, the Director of Finance & Operations will help build the internal culture, clarity, and infrastructure that makes our mission possible. When finance is sound, operations run smoothly, and people feel supported, everything else thrives. Here's what that looks like day-to-day:*

- **Finance & Accounting.** Serving as the organization's controller, you'll manage the day-to-day relationship with ECA's accounting team, providing oversight of financial operations including GL coding, review, and accuracy. You'll lead the annual budgeting process in close partnership with the Executive Director, produce monthly and quarterly financial reports and narrative insights for the Board, and strengthen financial systems, controls, and processes to support long-term organizational sustainability.
- **Audit & Compliance.** You'll lead state audit preparation and ensure compliance with GASB regulations and standards, including grant compliance, while identifying opportunities to optimize the finance function.
- **Human Resources.** With support from an external HR contractor and operations staff, you'll oversee HR and people operations, including workforce planning, onboarding, offboarding, and employee relations. You'll support the development and maintenance of HR policies, procedures, and the employee handbook, and guide compensation, benefits administration, and performance management.
- **Operations.** You'll oversee day-to-day organizational operations, developing and refining internal policies, procedures, and systems to support productivity and organizational health. You'll support a safe, welcoming, and productive work environment that fosters staff wellbeing and collaboration.
- **Technology & Data.** In collaboration with ECA's IT vendors and the Operations Manager, oversee a reliable, secure technology environment that supports the full team. You'll champion user-friendly tools and knowledge management systems and uphold data privacy and security practices aligned with legal and ethical standards.
- **Facilities & Vendors.** You'll oversee facilities, vendors, and supplies in collaboration with the Operations Manager and Facilities team, supporting relationships with external service providers across all departments.
- **Board Engagement.** You'll serve as staff lead for the Joint Finance Committee, presenting financial and operational updates, supporting committee work, and serving as a resource to board members on finance and operations matters.
- **Reporting & Analysis.** You'll prepare and present operational and financial insights to staff, leadership, and the Board, keeping decisions data-driven and leadership well-informed.
- **Supervising.** Accounting Team, Operations Manager, Maintenance Coordinator, Administrative Assistant

## ORGANIZATIONAL LEADERSHIP

As a member of the newly formed Executive Leadership Team, you will lead beyond the boundaries of your functional role, contributing to the health, direction, and culture of the organization.

- **Champion the Mission.** You'll serve as a visible and credible ambassador for ECA's mission, values and strategic priorities
- **Contribute to Collective Leadership.** You'll engage actively in Executive Leadership Team decisions, bringing your programming and production expertise.
- **Develop People & Culture.** You'll invest in your team's growth, model ECA's values, and foster an environment where staff feel respected and motivated to do their best work.

- **Steward Resources with Integrity.** You'll exercise sound judgment over financial, human, and reputational resources, recognizing that public trust is foundational to everything we do.

## MAJOR OBJECTIVES

During the first 12 months, you will be focused on:

- **Building Trust** with staff and vendors, earning trust and becoming a credible, visible presence both inside and outside the organization.
- **Strengthening the Department.** Conducting a review of current systems, contracts, tools, vendor relationships, and partnerships and making targeted improvements that set the department up for long-term success.
- **Improving Internal Communication.** Establishing clear, consistent communication rhythms across Programming, Development, and Marketing, breaking down silos and ensuring better coordination organization-wide.
- **Driving the Multi-Year Budget Process.** Working closely with the Executive Director and leadership team to develop a multi-year budget for 2027-2028 that reflects ECA's strategic ambitions and financial realities.
- **Supporting Finance Change Management.** Partnering with ECA's outsourced finance consultants to support targeted improvements to financial systems, processes, and practices.
- **Advancing Long-Term Financial Strategy.** Contributing to strategic conversations about ECA's financial sustainability, campus development, and long-term organizational health alongside the Executive Director and Board.

## ABOUT YOU (EXPERIENCE & QUALIFICATIONS)

*We're not just looking for someone who checks every box. We're looking for a detail-oriented, systems-minded leader who is flexible, builds trust across an organization, and is energized by the opportunity to create the internal infrastructure that makes a mission-driven organization thrive. This is a senior leadership position. We expect candidates to bring commensurate experience and a demonstrated track record of success in comparable roles.*

### The right person for this role will bring:

- **Bachelor's or Master's Degree** from an accredited college in Business, Public Administration and/or Arts Administration, or equivalent experience.
- **Demonstrated senior leadership experience** in a Director of Finance and Operations, Director of Operations, or comparable senior finance/operations role in a nonprofit, governmental, or similarly complex environment, with a meaningful number of years building relevant skills in similar roles.
- **Strong financial literacy**, including leading the annual budget process, providing controller-level oversight, preparing financial dashboards, and communicating financial insights clearly to non-finance audiences including boards.
- **Experience managing or partnering with outsourced finance services**, or equivalent experience in a large organization.
- **Comfort working with technology**, including Quickbooks, CRM, billing, and ticketing systems, and project management tools ... and excitement to learn new ones.
- **Strong project and change management skills**, with the ability to implement new systems and bring diverse teams along thoughtfully.
- **Experience and familiarity with HR practices** and operational systems.
- **A people-first mindset.** You lead with empathy, a coaching mindset, and are as invested in your team's growth as you are in hitting revenue goals.
- **Exceptional interpersonal skills**, with the ability to connect authentically with donors, board members, volunteers, and community partners across diverse backgrounds.

- **Executive-level communication skills.** You're a confident, compelling presence in the room, whether presenting to a board or rallying your team.
- **A collaborative, solutions-oriented approach** to work, able to pivot gracefully when plans change and bring people together to solve problems creatively.

**Even Better if you have...** *(Knowledge, Skills, Ability that might set you apart)*

- A passion for the arts and enthusiasm for the mission, vision, and values of ECA.
- **Familiarity with GASB pronouncements**, FASB Statements and Interpretations, and accounting standards related to Washington State Public Facilities Districts and 501(c)3 nonprofit corporations.
- Familiarity with managing different sources of funding including private foundations, government grants, and individual donors.
- Understanding data privacy and security practices as applicable in a nonprofit environment.
- Experience in government accounting and audit practices.
- Professional experience in the arts, entertainment industry, and/or nonprofit sector.

## COMPENSATION & BENEFITS

The Director of Finance and Operations position is a **100% full-time, exempt position**. The **starting salary range for this position is \$95,000-\$125,000**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

### Additional Benefits

ECA believes in the importance of taking care of our team so that in turn they can be committed to supporting our critical mission and access to the arts in our community. This position is eligible for a competitive package including:

- Flexible work environment
- Subsidized Medical, Dental, Vision Insurance.
- 100% Paid Long Term Disability and Life Insurance, with the option to enroll in voluntary plans.
- Retirement Plan with match (Washington State PERS), and ability to enroll in a 457b Deferred Compensation Plan.
- 10-25 days of vacation time per year, commensurate with tenure and accruable up to 30 days a year.
- Up to 12 days of sick time and 14 paid holidays per year
- Additional paid & unpaid leave for reasons including jury service, military service, emergency responder service, bereavement, and family medical needs.
- Employee Assistance Program (EAP)
- Healthcare & Daycare Flexible Savings Accounts (FSA)

### Working Conditions

This position will occasionally require work beyond standard business hours, including evenings and weekends, to attend some performances, meetings, and special events. Physical requirements include prolonged periods of computer use in an office setting, repetitive use of hands and wrists, close-range visual focus, and the ability to communicate clearly. There also will be occasional local travel.

## NOTICES

**Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer** and is committed to advancing equity through our work and to becoming a more inclusive organization.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

**NOTE:** An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.

## HOW TO APPLY

To apply, please submit an application, resume, cover letter, and, please answer several questions ([link](https://wkf.ms/419TxHU))(<https://wkf.ms/419TxHU>). Applications will be reviewed on a rolling basis, with priority given to those received by April 20, 2026. The position will remain open until it is filled. No phone calls, please.