

ARTISTIC FREEDOM INITIATIVE

AFI Seeks Operations Manager Starting Fall 2023

ABOUT AFI

Led by immigration and human rights attorneys, Artistic Freedom Initiative (AFI) facilitates pro bono immigration representation and resettlement assistance for international artists who are persecuted or censored.

Dedicated to safeguarding the right to artistic freedom, AFI was founded on the notion that artists are uniquely situated to positively and powerfully effect change, provided their voices can be heard. As artists are increasingly censored, imprisoned, restricted from moving freely across borders, tortured, or even killed, it is more critical than ever that we safeguard the right to artistic freedom and zealously champion the courageous artists who exercise it.

To this end, AFI directly assists artists who have experienced persecution, censorship, or other restrictions on their freedom of expression, and supports artists who have demonstrated a commitment to advancing progressive social change and fundamental human rights.

We work with immigrant artists to champion art produced in exile, advance creative cultural exchange, improve conditions for artists in their home countries, and safeguard their ability to express themselves creatively through the arts.

Organizational Background and Job Purpose

The Operations Manager position was created at a pivotal moment in AFI's growth. Reporting to the Co-Executive Directors and working with AFI's bookkeeper and accountants, the Operations Manager will implement the internal operations infrastructure needed to support the organization's continued growth and sustainability with the support of the Coordinator of the Programs and Operations. The Operations Manager will manage financial, accounting, and human resource systems, ensure compliance with state and federal laws pertaining to nonprofit organizations, and supervise operations staff. As a member of the management team, the Operations Manager will be involved in strategic planning, program evaluation, professional development initiatives, and board management.

Duties and Responsibilities

FINANCIAL:

- Work with Co-Executive Directors and Board of Directors to ensure the financial health and integrity of the organization

- Lead annual budget process, support program budget management, conduct financial forecasting and oversight of organizational cashflow, and prepare documentation for annual audit
- Lead review of monthly/quarterly financial reports
- Manage tracking and recording all revenue and expenses across all operations and programs in Quickbooks, managing all accounts payable and receivable, invoicing and payments for staff and independent contractors, etc, with support from bookkeeper
- Ensure that the timely preparation of documents and completion of external audits and 990, alongside accountants
- Manage subscriptions and policy renewals
- Optimize finance and accounting policies, internal controls, and reporting across increasingly diverse funding streams, including earned revenue, charitable contributions, government, and foundation funding
- Develop grant, program, and organizational budgets, oversee grants management alongside Development Manager; ensure that expenditures are documented, consistently aligned with budgets, and timely reported
- Communicate with the Board to discuss financial reports; prepare financials for board meetings; attend Board of Directors meeting to present financial matters

HUMAN RESOURCES:

- Manage human resource functions for the organization, including staff payroll and payments to domestic and international contractors
- Maintain secure personnel files for staff
- Oversee employee onboarding, including new hire paperwork, enrollment in programs and benefits, orientation for new staff
- Manage employee benefit programs, including health insurance, retirement, paid family leave, and other benefits
- Manage implementation of 401K plan, including review of bi-weekly reports, submission of contributions, and new employee enrollment
- Upon resignation or termination, assist with employee exit management
- Develop an employee handbook; ensure compliance with state and federal employment laws, as well as provide recommendations for competitive employee compensation/benefit plans
- Revise employee review process and ensure its compliance with best practices, and the timely completion of employee reviews for all staff
- Develop and implement equity, diversity, and inclusion initiatives to guide organizational culture within and in the expansion of our growing team
- Support development of training programs to educate staff regarding policies and procedures
- Develop initiatives to actively and positively shape organizational culture, including the planning of team building days throughout the year
- Develop initiatives to improve employee retention, including tracking professional development and growth opportunities for all staff members

COMPLIANCE:

- Ensure compliance with state and federal laws and policies pertaining to organizations with staff and programs in multiple states and countries
- Ensure compliance with state and federal laws regarding charitable giving and solicitations
- Ensure accounting and financial statements adhere to GAAP
- Ensure compliance with nonprofit policies and best practices, including document retention, digital security, conflict of interest, and whistleblower protection
- Ensure compliance with nonprofit policies and best practices in board governance and development

OPERATIONS ADMINISTRATION:

- Supervise administrative support staff
- Maintain organizational insurance policies, equipment leases, and contracts with vendors
- Support technology overall, and ensure financial and IT security systems are in place
- Support internal communications and coordination of operations tasks

Qualifications

Minimum Qualifications include:

- Bachelor's degree in Business, Management, Finance, or related, and 4 to 6 years of experience, preferably working in across finance, operations, human resources, and programs **OR**
- Master's degree in Business, Management, Finance, or related, and 2+ years of experience, preferably working across finance, operations, human resources, and programs
- Demonstrated expertise in managing organizational financial activity and systems, including budgeting, multi-year forecasting, accounting, cash flow, and reporting
- Experience with QuickBooks Online, Intuit Payroll and integrations with other systems
- Demonstrated resourcefulness in setting priorities, creating efficiencies, developing systems, and guiding investment in people and systems
- Experience with human resources administration
- Staff management/supervisory experience
- Detail-oriented with a high level of accuracy while multitasking
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse team
- Alignment with social justice values, including commitment to race equity and constituent voice
- Personal qualities of integrity, credibility, and commitment to AFI's mission

Preferred Qualifications include:

- Nonprofit management experience or certifications
- Lived experience as an immigrant and/or artist

Compensation/Benefits

This is a full-time, exempt, management-level position. Salary range is \$70,000–\$80,000, dependent on education and professional experience.

Benefits include health insurance (medical/dental/vision), 401k, 12 days PTO, 6 paid sick days, 2 personal days, and a hybrid-remote work schedule, with limited in-person travel required. AFI operates an alternating 4-day work week, with the AFI office being closed every other Friday. AFI is also closed between December 24 and January 1, annually.

Candidates are ideally based in New York City, and are expected to reside within the tri-state area or Pennsylvania.

AFI's COVID-19 Health Policy and Protocols require COVID-19 vaccination and booster shots (when eligible).

Application Instructions

Applicants must email jobs@artisticfreedominitiative.org and attach the following documents in a single PDF file:

1. Resume/CV;
2. Cover letter describing the applicant's qualifications, experience, and skills for the position and interest in supporting the advancement of AFI's mission and programs

Applications will be accepted until the position is filled. Preferred start date: September 15, 2023, or earlier.

Artistic Freedom Initiative is committed to promoting diversity, inclusion and equal opportunity for all employees and applicants, regardless of race, ethnicity, heritage, gender, age, religion, disability, sexual orientation, gender identity or intersex status.