



Baltimore School for the Arts Foundation Director of Finance

The Baltimore School for the Arts Foundation is the 501(c)(3) fundraising partner of the Baltimore School for the Arts (BSA) which also includes the TWIGS (To Work in Gaining Skills) program for Baltimore City youth grades 2-8. Created in 1980, the Foundation has grown from a small annual fundraising organization to one that manages 100+ part-time arts faculty, a strong endowment, and multiple project-based budgets with a \$4.2 million annual budget.

As the Director of Finance, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA/TWIGS. The Foundation is a focused, fast-paced and supportive work environment committed to diversity and equity in all aspects of our work. We intend to recruit and support an inclusive staff who will enable us to continue evolving to serve a diverse city better.

JOB SUMMARY

Reporting to the Foundation Director, the Director of Finance serves as a key member of the Foundation's leadership team, providing strategic financial oversight and ensuring the organization's long-term fiscal health, operational excellence, and regulatory compliance. The position is responsible for maintaining the Foundation's 501(c)(3) tax-exempt status, overseeing financial reporting, budgeting, internal controls, audit readiness, and compliance, while delivering timely and accurate financial information to the Foundation Director, BSA Treasurer, BSA Foundation Trustees, BSA Board of Directors, and other stakeholders.

The Director of Finance partners closely with organizational leadership and the BSA Investment Committee to ensure investment policies, financial systems, and governance practices remain current and effective. The role also collaborates with department heads to develop, monitor, and manage departmental budgets, providing financial analysis and guidance to support informed decision-making. In addition to financial leadership, the position manages the Paychex Time & Attendance system, addressing day-to-day human resources matters, and supporting organizational operations as needed.

Primary Responsibilities

Finance

- Guide all accounting and financial operations, including general ledger management, accounts payable and receivable, payroll oversight, bank reconciliations, cash management, financial reporting, and annual budget development.
- Support the Foundation's endowment, investment, and restricted fund accounting; coordinate with the Investment Committee; and maintain related financial records and reporting.

- Prepare financial analyses, forecasts, cash flow projections, board and committee reports, and provide timely financial information to Foundation leadership, Trustees, and department heads to support strategic decision-making.
- Coordinate annual financial activities including the independent audit, Form 990 preparation and review, grant reporting, and required tax filings.
- Support organizational operations through oversight of departmental budgets, fundraising and pledge reporting, scholarship and student fund accounting, and other financial projects as assigned.

Compliance

- Ensure compliance with all federal, state, and nonprofit regulatory requirements to maintain the Foundation's 501(c)(3) tax-exempt status, including required filings, registrations, and reporting.
- Develop, implement, and maintain sound internal controls, financial policies, investment spending policies, and governance documentation to safeguard Foundation assets.
- Prepare and maintain documentation for Board governance, including Conflict of Interest disclosures, Investment Committee materials, audit support, and required organizational records.

Human Resources

- Administer payroll and the Paychex Time & Attendance system for 100+ employees, ensuring accurate payroll processing, benefit deductions, and retirement contributions.
- Work with the BSA Board HR Committee to ensure employee benefit options, while ensuring employee eligibility, enrollment, and compliance with applicable policies and regulations.
- Serve as the primary resource for day-to-day human resources matters, employee handbook acknowledgements, leave policy communication, and unemployment inquiries.
- Ensure HR records, W-2 distribution, payroll documentation, and other employment-related compliance activities are completed through Paychex each year.

QUALIFICATIONS

The Foundation seeks someone for this role who has the energy, enthusiasm, and desire to make a real difference in the mission of the BSA and TWIGS; as well as experience handling multiple project budgets and investment accounts in a fast-paced environment.

Preferred

- A minimum of 5-7 years in a comparable position or equivalent experience.
- A minimum of 3 years experience managing payroll for an organization.
- Proficient technical skills using sophisticated accounting software and Google Workplace.
- Ability to effectively translate complex financial information for non-financial audiences.
- Passion for the mission of the Baltimore School for the Arts.
- Organized and detail-oriented.

- Excellent verbal and written communication skills.
- Able to meet deadlines while handling multiple priorities.
- Both collaborative and able to work independently; a self-starter.
- Adept at relationships with people of various identities and cultures.

ABOUT THE POSITION

- The position is a full-time, hybrid position with a salary range of \$92,000-\$98,000 commensurate with experience and qualifications.
- The Foundation offers a choice of 3 different health plans and pays for 75% of the insurance premium for the employee and their dependent children on the least expensive plan.
- 403b plan is available with pre-tax contribution eligibility.
- All employees are entitled to 4 weeks of vacation, 6 sick days, and 9 paid holidays, in addition to Winter Break, Spring Break, and the following BCPSS Holidays:

4th of July	Martin Luther King's Birthday
Labor Day	President's Day
Election Day (during election years)	Memorial Day
Thanksgiving	Juneteenth
The day after Thanksgiving	

If a holiday falls on a Saturday or Sunday, the Foundation will determine on which day the holiday will be observed.

HOW TO APPLY:

Interested applicants should send a resume and brief letter of interest to the attention of **Stephanie Moore, Foundation Director, at smoore@bsfa.org.**

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.

ABOUT THE BALTIMORE SCHOOL FOR THE ARTS

Founded in 1979, Baltimore School for the Arts (BSA) provides pre-professional arts training and a rigorous college-prep curriculum to Baltimore-area students. It is "Where the Arts Change Kids' Lives." BSA seeks to prepare the next generation of the creative workforce by providing cutting-edge arts and academic training to 430+ high school students. The school also provides after-school arts instruction to 600+ Baltimore City students in the 2nd-8th grade through its TWIGS program and serves the greater community through its community outreach programs. A Baltimore arts institution, BSA is a dynamic environment where students pursue their artistic

passions in the disciplines of dance, film and visual storytelling, music, stage design and production, theater, and the visual arts while receiving a rigorous academic education.

BSA is part of the Baltimore City Public School System, though it has been granted certain autonomies, including a student admissions process that relies upon auditions in artistic disciplines. BSA alumni can be seen on Broadway and television, in films, in major galleries, and in dance companies around the world. Others can be found analyzing stocks on Wall Street, working in well-respected hospitals, running their own start-ups, and leading local social and civic organizations driving change in the Baltimore community.

To learn more about Baltimore School for the Arts and the Foundation, please visit bsfa.org