

## Director of Finance & Business Operations

### Job Summary

Serves as the strategic administrative partner to organization leadership, the chief financial steward and leader of administrative support services for the organization. Identifies, mobilize, and optimize financial and other resources to help advance the mission of the organization and ensure that the organization's faculty, students, and staff receive high quality administrative support in a manner compliant with university policies and procedures. Directs, plans, and manages the comprehensive business affairs of the organization, including management and analysis of organization budgets, program development, information systems, human resources, staff training and development, facilities management, and regulatory compliance.

The David Geffen School of Drama "(DGSD") supports hybrid work for certain positions. Currently, the Director of Finance and Business Operations may work from home two days a week. This schedule is subject to change based on the business needs of DGSD.

### Position Focus

David Geffen School of Drama at Yale and Yale Repertory Theatre (DGSD/YRT) seek a Director of Finance and Business Operations to support and guide a unique and storied institution: the most comprehensive graduate theater training program in the United States, operating together with the Tony Award-winning LORT theater in downtown New Haven, CT, on the campus of a world-class research university. Using the conservatory model, students work side by side experienced professionals on productions, creating a highly collaborative, multi-generational work environment where we strive to be joyful, caring, and accountable to one another. Reporting jointly to the DGSD/YRT Associate Dean/Managing Director and a University Senior Director for Finance and Business Operations, identify, mobilize, and optimize financial resources to advance the mission of DGSD/YRT and Yale University; ensure that DGSD/YRT faculty, staff and students receive high quality administrative support in a manner compliant with university policies and procedures. Develop and manage the comprehensive \$36M budget of DGSD/YRT. Work with leadership, staff, and faculty to foster an organizational culture that reflects DGSD/YRT's commitment to developing anti-racist theater practice and ongoing efforts in diversity, equity, inclusion and belonging.

1. Serve as key strategic partner to DGSD/YRT leadership to strategize, prioritize and implement goals and new initiatives that will allow the school to grow and thrive while continuing to reflect its mission and values.
2. Serve as expert partner with Deans in planning strategic and long-term initiatives related to, finance, business operations, personnel, and resource allocation that strengthen the school and comply with university policies and procedure.
3. Provide strategic financial expertise; prepare comprehensive financial analysis and reports to optimize the use of financial resources and model long-term forecasts that align with strategic initiatives. Through collaboration with budget line supervisors, develop annual all-funds budget and monitor key performance indicators for variances.
4. Act as a change agent to refine budget and financial management processes to achieve simplicity, efficiency and quality while maintaining a strong internal controls environment. Establish, implement, and maintain strong internal controls that provide reasonable assurance of effective and appropriate resources uses, accurate financial information, and adherence to contractual obligations and agreements, policies, procedures, and external regulatory requirements. Assess potential internal control issues and recommends solutions.
5. Make sure financial policies and procedures also align with DGSD/YRT values of equity, diversity, inclusion, and anti-racism.

6. Oversee activities of Drama Productions, Inc., including an external payroll system, tax and legal reporting, and Actors' Equity Association union requirements.
7. Oversee comprehensive computerized financial system which blends DGSD/YRT departmental needs with university policies and procedures, and interfaces with appropriate University and related DGSD/YRT systems. Work with IT staff and budget line supervisors; department assistants, faculty, staff, and students concerning all aspects of the system, including training, chart of accounts maintenance, individual department account monitoring, reporting, forecasting and reconciliation.
8. Manage special projects and serve on university committees to represent the school and advocate for its needs.
9. Coordinate substantial amount of student labor need, Serve as member of DGSD Work-study Committee.
10. Partner with the School's Director of Human Resources and department chairs to facilitate faculty and staff appointments that adhere to budget parameters.
11. Supervise Business Operations Manager and administrative support staff.
12. Serve as financial advisor to Yale Cabaret and Summer Cabaret.

### **Required Education and Experience**

Minimum of a bachelor's degree and seven years progressively responsible experience; or equivalent combination of education and experience. Demonstrated fiscal responsibility and comprehensive knowledge of accounting, financial reporting, and analysis. Demonstrated experience with complex strategic planning and resource allocation. Demonstrated experience in managing relationships and influencing outcomes. Demonstrated creativity and effectiveness in a complex organization. Demonstrated success in developing people and organizations.

### **Preferred Education and Experience**

1. Senior level administrative experience in higher education or theatre.
2. MFA and/or MBA.
3. Knowledge of Workday and Access.

### **Skills & Abilities**

1. Thorough working knowledge of finance, fund accounting, and financial reporting analysis. Demonstrated ability preparing budgets, forecasts, and financial plans; integrating multiple complex pieces of financial information to identify themes, trends, and issues.
2. Well-developed managerial, decision-making, planning, organizational, problem-resolution and leadership skills. Proven track record of establishing goals and motivating and rewarding team successes. High-level strategic planning skills. Ability to negotiate skillfully with both internal and external constituents.
3. Experience, ability, and commitment to diversity, equity, inclusion, and anti-racism in all areas of operations. Ability to adapt communication style to address the needs of individuals at all levels throughout the University.
4. Visionary with ability to influence. Ability to generate a strategic vision and to influence people to achieve this vision. Ability to anticipate and proactively manage change in the business environment.
5. Solid understanding of internal control concepts and the implementation of internal control systems in a complex business environment. Demonstrated ability to explain complex financial data and concepts to non-financial partners. Excellent written and oral communication skills.

Apply online at <https://bit.ly/3RYkTKB>

**Please reference Job Requisition 76600BR**

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