

Ingenuity Cleveland Managing Director Job Posting March 2019

About Ingenuity Cleveland

Ingenuity Cleveland ignites the spark of creativity among artists, entrepreneurs, and innovators of all types, through joy and collaboration, in service to civic progress. With our annual IngenuityFest and year-round programming, we inspire audiences, push boundaries, empower communities and generate economic impact, all while changing attitudes about our region. Ingenuity operates from a former factory in the St. Clair-Superior neighborhood, where we host IngenuityLabs and other programs and work with our partners in the Hamilton Collaborative. Visit IngenuityCleveland.org to learn more.

Position Overview

The Managing Director is responsible for operations, finance, and general management including annual financial planning and vendor management. S/he will report to the Artistic Director, but maintain a close connection to the Board of Directors especially the Treasurer and the Board Chair. The Managing Director provides hands on management and collaborates closely with the Artistic Director and Mktg/Dev Manager on all aspects of running the organization to ensure effective systems, safe and secure conditions, and that Ingenuity is in compliance with laws and government requirements. The person in this position will provide perspective and act as an advisor for both the Artistic Director and the Board of Directors.

This is a part-time position, working 20 hours per week. There are several times a year where the schedule may require more than 20 hours per week, and comp time will be provided.

- Provide financial management including: preparation of annual budget; tracking of income and expense; manage bank and credit card accounts; sign checks; ensure financial standards
- Monitor revenue (contributed and earned income) and expense to ensure that Ingenuity is tracking against budget
- Ensure compliance with local, state, and Federal laws
- Offer guidance and act as a thought partner for the Artistic Director for business decisions, contracts, etc.
- Help oversee facilities management of our workshop space
- Manage tenants including contracts, monitor workspace, rent collection, etc.
- Seek out the best vendors to provide services and manage relationships: landlord, bank and financial services, office equipment and service vendors, health care, payroll, insurance etc.
- Provide operations and logistical expertise and assistance for IngenuityFest and the organization overall
- Retain outside auditor for annual financial review

- Support development efforts by preparing budgets and financial materials for grant requests and other fundraising efforts
- Ensure that key documents like contracts, grant agreements, board meeting minutes, permits, etc. are retained and archived either electronically, in hard copy, or both.
- Collect funds from grantors like the State of Ohio and CAC and maintain the government payment systems

Qualifications: Understanding of financial and accounting principles; management and operations experience, analytical and pragmatic mind with good attention to detail, knowledge of nonprofit governance. Computer literate, highly organized, willing to learn all aspects of Ingenuity' s operations and provide feedback on processes and procedures. Must be a person of high integrity and honesty, and should be comfortable working with artists and community volunteers. We seek someone who brings skills and enthusiasm, is a quick learner, and who will thrive in our entrepreneurial, innovative, and fun environment.

This position requires the ability to lift at least 30 pounds and physical exertion during long days over a 3-day festival period. Occasional evening and weekend events are required. Car and a valid driver's license are necessary.

Ingenuity is committed to a diverse workplace and is an equal opportunity employer.

Salary commensurate with experience, benefits include paid vacation and holidays.

***Send cover letter with salary requirements and resume to
hr@ingenuitycleveland.org***