



## **VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The Oregon Symphony Association's Vice President for Finance and Administration (VP) directs the financial, business, and human resource operations for one of the largest arts organizations in the Pacific Northwest. With a primary focus on fiscal and administrative oversight, the VP develops financial and operational strategies, along with the budgets and metrics tied to those strategies. Beyond reporting timely and accurate financial results, the VP is responsible for risk management and the control systems designed to preserve and grow company assets.

As the head of human resources, the VP oversees staff training and development; compensation; organizational, performance, and change management; and diversity, equity, and inclusion initiatives. The VP further leads the IT department and is responsible for managing telephony, digital technologies, data security, PCI compliance, and disaster planning. While ensuring the maintenance of current systems, the VP plans for the organization's future technology and capital needs.

The VP reports to the CEO and sits on his senior management team—also including the Vice President for Marketing and Strategic Engagement, the Vice President for Development, the Vice President and General Manager, and the Vice President for Artistic Planning—which crafts institutional goals and the cross-departmental plans to meet them. The VP manages several direct reports in finance, business operations, and technology support and serves as a resource for staff and musicians across the organization.

As the Symphony's senior finance executive, the VP advises and gives presentations to the Board of Directors, bank officers, patrons, and donors. The VP staffs the Board's Finance Committee, working closely with its Committee Chair to set agendas and lead discussions, and serves as a partner to the CEO and Board Co-Chairs in meetings of the Executive Committee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Vice President for Finance and Administration:

- Directs all aspects of the organization's fiscal operation—including budgeting, forecasting, cash flow, audit, tax, and accounting;
- Crafts financial strategies to achieve institutional goals, monitors departmental budgets, and evaluates performance;
- Works closely with senior staff on a wide range of financial and administrative matters—especially in the Development office, collecting and providing donor data, developing project budgets for solicitations, and forecasting annual fund and campaign revenue;
- Evaluates relationships with banking institutions and makes recommendations to improve financial results;
- Manages general business operations—including purchasing, risk assessment and insurance, capital asset management, facilities, space allocation, and contracts;
- Establishes human resource programs to support the organization's mission;
- Oversees hiring for administration positions, ensuring and promoting a diverse field of candidates, monitors compliance with employment law, and consults legal counsel;

- Advises on union negotiations;
- Supervises IT administrators and contractors to achieve revenue, patron management, and communications goals;
- Serves as thought partner to the CEO and other leaders regarding best practices and opportunities in finance and business operations; and
- Leverages the goodwill of volunteers and provides primary support to the Board Finance Committee.

## ABOUT THE OREGON SYMPHONY

The Oregon Symphony is a vibrant organization, which has achieved record ticket sales and contributions in recent years. At a time when many orchestras are reducing their classical programming, the Oregon Symphony continues to invest in the art form, reach new audiences, and deepen its community engagement. In the 19/20 season and before the Covid shutdown in March 2020, the Symphony expanded its Classical Series and premiered works by Andy Akiho, John Adams, Gabriella Smith, Oscar Bettison and George Walker. Although not performing onstage during the 20/21 season due to the continued shutdown, the Symphony has produced critically acclaimed digital programs—such as *Symphony Storytime* in Spanish and English and *Essential Sounds* to honor essential workers—that have helped to inspire and educate children and adults worldwide.

The Symphony unites exceptional musicians, a world-class conducting staff, an unrelenting focus on excellence, a compelling vision, and a strong commitment to the greater good. As the largest arts organization in the largest city in the state, the Symphony is central to a thriving arts community in Oregon and Southwest Washington. It is propelled by the desire to bring the power of music to more people in new ways, always *moving music forward*.

Each year, the multi-Grammy nominated Oregon Symphony performs more than 115 concerts in Portland, Salem, Newberg, and beyond. It also produces award-winning educational and community events in schools, correctional facilities, homeless shelters, immigration centers, retirement homes, and sports venues. These programs directly serve more than 250,000 people annually and reach tens of millions more around the globe through its broadcast programs. It is supported by thousands of individuals, businesses, and foundations and receives funding from the Regional Arts & Cultural Council, the Oregon Arts Commission, and the National Endowment for the Arts.

The Oregon Symphony Association employs 76 full-time union musicians, which have been led for 18 seasons by renowned Music Director Carlos Kalmar. As announced in February 2021, David Danzmayr will succeed him as the Oregon Symphony's new Music Director in Fall 2021, the start of the Symphony's 125th anniversary season. Under Danzmayr, a new Creative Alliance will feature extraordinary artists and cultural thought leaders, including Nathalie Joachim, Gabriela Lena Frank, Jun Märkl, Gabriel Kahane, Simone Lamsma, and Johannes Moser. Beyond this august group, the Symphony engages dozens of guest conductors and soloists each year to perform with the orchestra.

The Association's annual operating budget is approximately \$22 million, of which 80% is spent on artistic and engagement programs. It employs a full-time staff of 45, who are responsible for concert production, marketing, public relations, education, community engagement, fundraising, customer service, accounting, and financial reporting. It is governed by a volunteer board of directors, who each year contribute thousands of hours and personally contribute more than \$2 million.

## **CANDIDATE PROFILE**

The ideal candidate is an experienced, thoughtful, and creative professional with the proven ability to think strategically, build complex financial models, present data and ideas to various constituents, and lead and motivate a dedicated team. The ideal candidate will have unquestionable financial competencies, excellent communication and organizational skills, the ability to collaborate effectively with colleagues, and an appreciation for the arts.

## **COMPENSATION**

Salary and benefits are competitive and commensurate with qualifications and experience. This position is fulltime, exempt, and is remote at this time, though in the future will require in-person work in downtown Portland.

## **APPLICATIONS**

The Oregon Symphony is an equal opportunity employer and is committed to diversity, equity, and inclusion in all facets of the organization. We seek to develop a diverse candidate pool and welcome nominations and applications from all qualified candidates regardless of race, gender, sexual orientation, age, disability, religion, or national origin.

If you are interested in this position, please submit a cover letter and resume to [careers@orsymphony.org](mailto:careers@orsymphony.org). No phone inquiries, please. All submissions will be held in confidence.

Position is open until filled.