

Gateway Film Center

Job Description – Director of Business and Finance

Position Overview

The Director of Business and Finance is responsible for establishing and executing strategic and tactical plans designed to: support the Gateway Film Center mission, build and maintain legally compliant business practices, achieve budgeted sales goals, help film center staff learn new skills, and manage expenses. The Director of Business and Finance must be a positive leader, living the film center values while helping to achieve the Gateway Film Center mission. The Director of Business and Finance will lead the Managers of Technical Services and Guest Experience, and the Supervisors of Food & Beverage and Administration, utilizing tactics that build brand awareness and professionalism among staff, while also supporting the other departments of Gateway Film Center.

Internal and External Responsibilities

Achieving Goals

- The Director of Business and Finance will collaborate with the President to establish and execute strategic and tactical plans that promote the mission of Gateway Film Center, while achieving budgeted goals and ensuring compliance with health and workplace safety codes.
- Ensure internal communications tactics are in place to keep film center staff informed of performance expectations and safety requirements.
- Responsible for project management, execution and timely delivery of business and finance tactics and collateral.
- Communicate effectively and provide, in a timely and accurate manner, all information necessary for the team to function properly and to make informed decisions.
- Deliver regular updates to the team regarding Gateway Film Center's achievement of financial, programmatic, and positive mission-driven communications objectives.

Organizational Leadership

- Provide positive leadership and direction to staff and ensure their daily activities are aligned with the mission and the strategic direction of Gateway Film Center.
- Serve as the primary contact for external Human Resources and Accounting services.
- Facilitate cross-departmental collaboration and internal communications with staff throughout the organization; promote a positive, mission-driven, multicultural work environment.
- Assist in the development and management of a professional organization and operational processes that will enable Gateway Film Center to achieve its objectives.

Financial Management

- Assist in the development and execution of strategic and long- and short-range financial plans to ensure the success and long-term sustainability of Gateway Film Center.
- Ensure that the budget and financial goals are adequately benchmarked against actual results.

Community Relations and Fundraising

- Serve as a Gateway Film Center representative to the organization's constituents, staff and the general public.
- Enhance the image of Gateway Film Center by being active and visible in the community and by working closely with and developing relationships with corporate, civic and arts leaders.
- Establish and maintain relationships with appropriate organizations, both locally and nationally, and utilize those relationships to strategically enhance Gateway Film Center's Mission.
- Assist in the execution of fundraising programs and initiatives for corporate, government, and individual donors.

Guest Experience

- Ensure the execution of comprehensive business and financial strategies that promote the activities and programs of Gateway Film Center, maximize long-term revenue potential, and remain consistent with the organizational mission.
- Lead the continued training and development of managers, supervisors, and film center associates.
- Assist in the delivery of high quality and innovative programming that meets the needs and desires of the communities Gateway Film Center serves.
- Communicate regularly with the team, sharing the film center's mission, values and results.

Reports to

President, Gateway Film Center

Minimum requirements

- MBA degree preferred
- 5-7 years of professional experience

Send cover letter and resume to dcraig@gatewayfilmcenter.org