

Business/Membership Manager

Job Description

Sebastopol Center for the Arts

Job Title: Business/Membership Manager

Reports to: Advancement Director

Classification: Exempt, Full Time

Benefits: Vacation and sick pay, health benefits

Schedule: M-F 9-5; non-standard including occasional evenings and weekends

Salary: \$62,400 - \$72,800

Start Date: May 2023

Send a cover letter and resume to jobs@sebarts.org

About Sebastopol Center for the Arts (SebARTS)

Since 1988, SebARTS has provided a welcoming hub for artists and art enthusiasts through high-quality programs and exhibitions in the visual, performing, literary and film arts. SebArts is home to award-winning signature events, including Sonoma County Art Trails, Art at the Source Open Studios, and the Sebastopol Documentary Film Festival.

Mission

SebARTS is committed to cultivating creativity and inspiring appreciation for the transformative power of art. We are dedicated to honoring diversity, encouraging creative excellence, and providing a welcoming gathering place for the community to: Experience Art, Make Art, Share Art and Celebrate Creative Thought.

Job Purpose

SebARTS is seeking a committed, community-focused, entrepreneurial professional to support its non-profit business and membership activities. SebARTS has an annual budget of \$1.1 million and is supported by contributed (donors, grants and 750+ members) and earned (sales, rentals, fees) income. Its funding supports 9 program areas including: gallery exhibitions and store, Sebastopol Documentary Film Festival, two Open Studios, a full-time ceramic studio, performing arts, literary arts, art education and a native plant demonstration garden. The Business/Membership Manager would provide programmatic financial planning for all of these programs, development and implementation of membership activities, bookkeeping and financial reporting.

Job Duties and Responsibilities

Assist the advancement director as needed.

Business

- Create and update an annual budget including program budgets
- Create financial reports as needed for meetings, grants, etc.
- File rent, payroll and sales taxes and other reports and payments as needed

- Perform day to day activities to execute accounts payable including commission statements
- Provide accounts receivables reports as needed
- Reconcile cash payments and checks for bank deposits
- Coordinate with accountant for monthly accounts reconciliation
- Provide reporting as need for City, County, State and Federal tax reports
- Other duties as assigned

Membership

- Execute strategies that promote the growth, retention, and engagement of members
- Provide monthly email and/or other types communications to members
- Maintain membership records and database
- Monitor industry related developments in the fields of membership and analytic best practices across the field
- Provide monthly metrics and reports on membership activities
- Other duties as assigned

Requirements

Education, Experience, and Knowledge, Skills and Abilities

- Bachelors' degree or equivalent experience required
- Strong experience with point of sale software (Square, SquareSpace), Bill, Quickbooks, Google Sheets, Docs, Drive, Excel, Classy, Salesforce, Instagram, Facebook and other software and apps as needed
- 3 years' nonprofit finance experience, preferably in the arts and cultural sector

Preferred Qualifications

- Strong entrepreneurial, financial planning and relationship building skills
- Strong analytical and strategic thinking skills including financial literacy with an understanding of financial metrics and ability to analyze data
- Strong interpersonal skills and demonstrated experience working with cross-functional teams
- Strong customer service orientation
- Strong skill in written and verbal communication
- Outstanding organizational, multi-tasking, and problem-solving skills
- Experience working within tight timelines
- Experience managing multiple vendor relationships

Working Conditions

This is a full time position with work hours occasionally outside regular business hours; evenings and weekends. Work in the office is typical and important to build the esprit de corps among the team. Work from home is available when necessary.

The work is largely behind a desk and in meetings in the office and elsewhere. Some travel may be required, but is not typical.

The art center is a public venue, so interacting with the public and artist volunteers is typical.