

**Position Title:**

Director of Finance and Operations

The Community Arts Stabilization Trust (CAST) was founded in 2012 on the belief that the arts drive strong, vibrant, diverse communities. Together with its partners, CAST strives to stabilize rent and secure space for arts organizations in the SF Bay Area, the hottest real estate market in the nation. CAST is considered essential if San Francisco is to remain a vibrant and thriving home for arts entities that cultivate creativity, community, economic development and neighborhood stability. With over \$16 million in funding to date, CAST is regarded as a major rising star and is quickly emerging as the “go to” organization for real estate development and management in the arts sector.

Organization Description:

Founded in 2012, Community Arts Stabilization Trust facilitates equitable urban development by creating affordable workspaces for artists and arts and cultural organizations in San Francisco. CAST does so by acquiring properties, building the capacity of cultural organizations to lease and own property, leasing to sustain below-market rents for those not poised to buy, and developing complementary initiatives to achieve its mission.

We believe that when arts entities have stable homes, shielded from a volatile real estate market, artists and arts groups are free to be the trailblazers and culture bearers that help make San Francisco a global hub of innovation and creativity.

Current projects include: the development and renovation of two cultural facilities at 1007 Market Street and 80 Turk Street in San Francisco, a city-wide mapping of cultural spaces, and a three-year \$2 million technical and financial assistance initiative designed to mitigate nonprofit displacement in the arts sector. The latter is conducted in collaboration with Northern California Community Loan Fund, with funding from the San Francisco Arts Commission.

For more information, go to www.cast-sf.org.

Position Overview:

The Director of Finance and Operations will work with the executive director of Community Arts Stabilization Trust (CAST) in building and implementing a rigorous financial system for a start-up nonprofit real estate development and holding company for arts and culture. S/he will be responsible for all aspects of financial management, human resources, and administrative operations, and reports directly to the executive director. This is a full-time, exempt position. Responsibilities include:

- Design and build rigorous financial system
- Conduct analyses and forecasting for CAST: operations, current and potential real estate projects, and program initiatives
- Work closely with Executive Director on all things financial, human resources, and administrative operations of CAST and its LLC's
- Develop, refine and implement use of accounting system & internal controls
- Coordinate all audits and work with executive director and staff to meet operating goals

Qualifications:

- 10 years+ of experience working in finance and administrative operations in a nonprofit/social enterprise organization. It could be an organization focused on community development, affordable housing, or real estate development and asset management, or a for-profit real estate development company.
- Bachelor's degree in Accounting or Finance. Master's degree in business or related fields preferred.
- Excellent ability to prioritize and execute multiple time-sensitive priorities with precision and integrity.
- Ability to maintain confidentiality and a high level of discretion.
- Exceptional, proven ability to be a leader and team player.
- Excellent listener and communicator.
- Possesses a positive, proactive and can do attitude.
- A sense of humor.
- Ability to work weekends and evenings, as required.
- Commitment to CAST's mission and goals as well as an interest in the arts.

Work Environment and Physical Requirements:

Typical office environment
 Ability to lift up to 25 pounds

Position Location: San Francisco, CA

How to Apply:

Please submit a resume, salary history, and a cover letter describing why you would be interested in working at CAST to info@cast-sf.org. Kindly include the position name in the e-mail subject line.

The Community Arts Stabilization Trust is an Equal Opportunity Employer and as such, complies with Federal, state, and/or local laws that prohibit discrimination in employment, based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. Qualified candidates of diverse backgrounds are encouraged to apply.