

**Title:** Director of Business and Culture

**Reports to:** Deputy Director

**Department:** Business & Culture

**Team:** Leadership Team

**Position Type:** Full-Time Exempt

**Start Date:** July 1, 2021

**Location:** 1301 W. 10th Ave. Denver, CO 80204 and 1292 W 10<sup>th</sup> Ave. Denver, CO 80204

**Base Salary:** 70,000.00 USD

### **Position Overview**

Youth on Record's Director of Business and Culture works to increase and sustain the operational capacity of the organization by ensuring accurate financial tracking and reporting, maintaining a high level of integrity in relation to all human resource matters, evaluating organizational systems and tools for alignment with the strategic vision, monitoring all compliance requirements, and supporting YOR's diverse teams of talented, service-oriented staff in creating a culture that lives its values of accountability, self-sufficiency, and creativity.

This position is responsible for overseeing the business and operations of YOR, including but not limited to: Accounting & Finance; General Operating, Purchasing & Technology Systems; Compliance & Contracts. Further, this position helps to ensure that all employees have access to, and equal understanding of the organization's employee benefits (including inner-life activities); fair and transparent compensation; and robust employee onboarding and fair employee offboarding.

**As a Department Director,** this team member is a member of the Leadership Team, consisting of other department directors and the Deputy Director.

**As a Supervisor,** this team member is responsible for ensuring that their team members are supervised in accordance with YOR's Supervision manual. The Director of Business & Culture supervises the Operations Manager.

The Director of Business & Culture should be a highly skilled team member who is passionate about our mission and commitment to racial and social equity and advancing the next generation of creatives through music. As a team, we are committed to evolving the organization's impact, as well as supporting the members of our team to reach their personal and professional goals. We offer robust professional and personal development opportunities, so expect to grow as a professional, a person, and an artist.

## **Primary Responsibilities**

### Accounting & Finance

- Oversee monthly reporting of organization's expenses and income, in coordination with the Finance Manager
- Maintain all communications and facilitate transactions, including managing account permissions with organization's financial institution partners
- Manage company corporate cards
- Oversee annual audit document coordination and filing
- Oversee annual 990 document coordination and filing
- Ensure accurate monthly financial reports are provided to department directors
- Ensure accurate and timely administration of accounts payable and receivable
- Support the creation of the annual strategic vision, department budget, and organizational budget

### HR & Employee Management

- The Director of Business & Culture (DoBC) will be responsible for leading all aspects of Human Resources including recruiting/retention, benefits, hiring/onboarding, performance management, compliance, training and development, and all other HR strategy and operations.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management. Work with senior leadership on Headcounts and Growth-Oriented Staffing Charts.
- Manage Youth on Record's PEO system which includes the administration of payroll, HR compliance, benefits, and worker's compensation insurance.
- Manage company IRA enrollment and administration
- Employee Handbook: Ensure that YOR's handbook is up to date with policies that have been approved by the Executive Team and ensure compliance with those policies
- Provide supervisors with annual Total Compensation Packages for all employees
- Support with annual evaluation process
- Support with professional development initiatives set by Deputy Director
- Manage all job postings (internal and external) and ready applicants for supervisor review and interviews
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.

## General Operations & Technology Systems

- Maintain, enhance, and implement the operational systems, processes, and policies in support of Youth on Record's mission
- Oversee all contract management including corporate clients, grants, schools and program partners, consultants, and partner artists.
- Manage communications with Denver Housing Authority and Ross Management as they relate to facilities
- Supervise Operations Manager's coordination of outside vendors
- Supervise Operations Manager's coordination and maintenance of executives' schedules, appointments, and travel arrangements
- Support Giving & Growing department with CRM management, maintenance, and reporting
- Support onboarding staff to technology systems including Asana, Salsa CRM & Engage, Google Suite, Microsoft Office Suite, Zoom, Dropbox
- Make and implement recommendations for improvement of company-wide hardware distribution system
- Make and implement recommendations for company-wide cybersecurity improvements
- Manage company cell phone plan and devices with Verizon

## Compliance

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Oversee all insurance policies, certificates, and any additions needed for special events
- Responsible for ensuring proper registration and renewals with Secretary of State, SAM.gov, and Grants.gov
- Responsible for ensuring all tax exemption documents are up to date

## Culture

- Implements a culture that promotes Diversity, Equity and Inclusion.
- Champions the employee experience through clear communication of benefits and requirements
- Works with Deputy Director to raise the bar for employee development through hiring, onboarding, training, and supervision
- Facilitates professional development, training, rewards & recognition and activities for staff.
- Oversees employee support programs: Inner Life, Mental Wellness Fund, QT Committee
- Manages internal communications

## Leadership Team

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Weekly participation in Leadership Team meetings to discuss the following: company policy, budgets, hire and fire decisions, employee wages, training, celebration, and conflict
- Make recommendations to Executive Team about how to integrate Business & Culture excellence into all departments
- Provide documentation for Board Committees, when needed
- Provide Executive Team with monthly department report, and present report at board meetings, when assigned
- Work with Executive Team to oversee board appreciation and board committees scheduling
- Performs other duties as required.

## Requirements

- 3-5 years' experience in business management, human resources, preferably in a fast-paced entrepreneurial or nonprofit setting
- High level of business acumen and broad experience with a range of business functions and systems, including budgeting, business analysis, finance, information systems, human resources, facility management, sustainability, and strategic planning.
- Technologically savvy, with proven experience in implementing technology systems across teams
- High proficiency with project management applications (we use Asana), CRM databases (we use Salsa), Microsoft Office suite, and Google suite
- Demonstrated ability to communicate effectively in multiple modes
- Excellent interpersonal skills and high emotional intelligence
- Desire to work in a collaborative environment focused on mutual goals
- Strong time management and ability to be self-directed
- Flexible and able to multitask while also being highly detail-oriented

**COVID-19 Vaccination:** In order to protect the health and safety of our staff and the communities we serve, Youth on Record requires employees, including some designated remote workers, to provide proof of their COVID-19 vaccination

**Benefits:** Youth on Record offers a robust benefits package which includes health insurance, retirement matching fund, 200 hours paid-time-off, various holiday observations, a mental wellness stipend, cell phone and coverage, professional development, inner-life development and stipend, fitness center membership, free access to recording studio for personal projects for a minimum of four hours per month, annual use of Youth Media Studio for two approved personal events (such as graduations, baby showers, birthday party, etc.), the opportunity to work remotely when necessary, access to arts and cultural events throughout the year. Benefits are subject to change based on the financial health of the organization.

**Equitable Hiring Practices:** YOR takes all measures to ensure that community members from a variety of backgrounds and lived experiences have the opportunity to work for us. As such, we consider but do not base employment off the following: **Education:** Youth on Record is an education organization, so we clearly value education. We also know that access to higher education isn't available to all people. While we do consider the advanced education backgrounds of our applicants, we do not require high school diplomas or university degrees for any of our positions; **Traditional Work Experience:** The creative sector and making music profession offer many opportunities to gain skills that are applicable to our work; as does lived experience. So, while we do consider employment history, length of steady employment, and references when hiring new employees, we also consider the whole identity, life-experience, self-study, community involvement, quality and impact of artmaking, and a willingness to grow and develop in our applicants; **Criminal Records:** We background check all employees at Youth on Record in an effort to ensure the safety of our students. That said, inequities in our criminal justice systems are considered when hiring employees with criminal backgrounds. Additionally, there are some past criminal offenses that do not impact the ability of our employees to perform their job duties. We speak openly and honestly with prospective and current employees about past criminal offenses and make case-by-case decisions about new and continued employment based on circumstances surrounding the offense. There are some offenses which do automatically disqualify you for working at Youth on Record, which include crimes against children.

**Work Environment:**

YOR's work is faced-paced, and detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to management. For the foreseeable future and due to COVID-19 restrictions, YOR is operating in a hybrid virtual and in-person schedule. In-person meetings and tasks will be completed based on the current needs of the organizations.

**Physical Requirements:**

Employees may perform all work in a physical position that is comfortable for them, seated, standing, etc. Teaching Artists may be asked to sit, stand, walk, or crouch as they find necessary to interact with students. All employees may be asked to reach above or below shoulder height and move items up to 50lbs as needed to arrange classroom spaces or assist with events

**YOR's Company Culture:**

**INNER-LIFE WORK:** YOR is committed to the whole employee. Our commitment to "Inner-Life Work" provides our team with personal and professional workshops, activities, and opportunities for reflection that aim to support their growth, their goals, and their vision for their lives. **SUPPORT:** YOR offers direct support to employees through management check-ins, mentorship and coaching, robust professional development training, professional goal setting, generous fringe benefits and competitive salaries, and opportunities to provide direct, transparent, and upward feedback about our work and work culture. **ACCOUNTABILITY:** YOR is committed to ensuring that our work is excellent. To achieve this, teams are held accountable to program outcomes, project deadlines, program outputs, and financial oversight by way of peer-to-peer coaching & critical feedback, supervision, mid-year planning sessions, weekly all staff meetings, and annual 360 reviews.