

## Job Description – Director of Operations and Human Resources

**Title:** Operations and Human Resources Director  
**Department:** Finance / Operations / Human Resources  
**Reports to:** President & CEO

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.
- ArtsFund is an equal-opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are encouraged to apply

### Summary

The Operations and Human Resources Director coordinates and executes all day-to-day office operations including human resource activities. This full-time, non-exempt position provides Director level support to the organization by ensuring that operations and HR practices are in line with industry standards and are supporting the overall mission of ArtsFund. The position works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time.

### Key Priorities

- Day-to-day human resource management for ArtsFund’s staff of 15, and oversight of the ArtsFund office and administrative, technical and operational systems.
- Maintain current knowledge and administration of HR best practices and city, county, state, and federal requirements.
- In coordination with the Finance Director, process ADP payroll transactions for new hires, leave of absence, employee changes, timesheets, and other payroll activities.
- Coordinate all hiring processes and serve as the point of contact for departments that are making additions or reductions in staff. This will include maintaining up-to-date job descriptions, a current database of job boards, and a familiarity with search firms in the area.
- Responsibility for posting available positions, reviewing resumes, coordinating interviews and follow up, along with contract administration in coordination with Department Heads and CEO.
- Responsible for new hire onboarding of centralized office functions.
- Coordinate employee benefits and maintain relationships with benefit providers.
- Coordinate employee review process and handle any sensitive employee concerns.

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- Serve as the communication point between staff and office building management or outside tech management.
- Support smooth office operations which include phone system management; pick up, sort, and distribute mail; order and maintain office supplies, etc.
- Perform other related administrative duties as assigned.
- General management of ArtsFund facilities.
- Reporting on all operational and facility matters to the President, Board of Trustees, ArtsFund Foundation Board, and appropriate committees.

### Knowledge/Abilities/Requirements

- Strong proficiency in Microsoft Office, specifically Excel and Word
- Experience working with HRIS systems, ADP Run, or Workforce Now
- Excellent written and oral communication skills
- Ability to communicate confidential and sensitive information in appropriate and effective ways
- Ability to work collaboratively as well as independently
- Ability to work remotely with reliable internet access (hardware will be provided)
- Ability to work standard office hours Monday to Friday in our Seattle office
- Commitment to fostering an inclusive and welcoming professional environment

### Preferred

- Associate's, Bachelor's degree, or certificate in HR management
- Experience with Microsoft Office 365
- 5+ years in a similar role or holding similar responsibilities

### Work Environment and Conditions

This is a full-time, exempt position. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday; the ability to work remotely with reliable internet access (hardware will be provided); and to work in the state of Washington.

### Compensation

The salary range is \$80,000 - \$100,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

### To Apply

ArtsFund recognizes that an individual's lived experience is a valued skill set, and we aim to diversify the voices of all decision-makers on our staff to best reflect the stakeholders that we serve. ArtsFund is an equal-opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are strongly encouraged to apply. The position will remain

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open until filled. To apply, please send a cover letter and resume to [jobs@artsfund.org](mailto:jobs@artsfund.org), subject line "Director of Operations and Human Resources : your name." No phone calls, please; only applicants selected for an interview will be contacted.