



Chief Operating Officer - Job Description

The Chief Operating Officer (COO) works at direction of the Chief Executive Officer (CEO) and oversees operational areas of the Young Audiences Charter Association's (YACA) charter schools. The COO is responsible for ensuring that the public charter schools' operations are successful and faithful to the mission to prepare students for high school and beyond through a model supported through intensive integrated arts programs.

Responsibilities

- Collaborate with CEO, CAO and Board of Directors to define and implement strategic direction of organization
- Work closely with CEO and CAO to create a high performance-driven, student-centered culture across the organization by maintaining a highly motivated employee force
- Improve and maintain high quality services to schools such as food service, transportation, security, janitorial, etc...
- Develop and manage implementation of long-term facility strategy which will include finding and/or developing permanent homes for all YACA schools and reducing time and budget spent by school administrators on their facilities
- Manage successful IT department which includes; improving connectivity for all schools; increasing knowledge sharing across the organization; E-Rate funding; leveraging technology to improve student achievement and reduce the cost of operations
- Work closely with Director of Human Resources to automate and streamline HR processes
- Oversee risk management and legal activities including letters of agreement, MOUs, contracts, leases, and any other legal documents and agreements
- Performs other duties as assigned

Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies as pertains to YACA's operations, administration, external relations, governance, and fundraising. The COO will continuously assess organizational structure and systems and implement improvements in these areas to more



effectively achieve mission and goals.

Desired qualifications and characteristics

Bachelor's Degree

Excellent communication and interpersonal skills, including strong writing skills

Proficient with information technology

Track record of leading and supporting successful teams

Ability to cooperate with and guide the finance department

Ability to represent the organization to a variety of audiences

Commitment to work towards creating an organization that has healthy, just, and sustainable working conditions

Desire to work in a co-leadership model

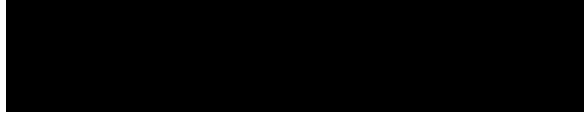
Successful fundraising experience from public and private sources

Familiarity with current education reform issues and policy

Responsible and detail oriented

Commitment to the long term civic health of New Orleans

Richard R. Bates



Experience

- 1999 – present **Young Audiences of Louisiana, New Orleans, LA - Associate Director**
- Since promotion to Program Director in 2001, the organization has grown in size (from staff of three to nineteen) and in capacity (from \$500k to \$2.8 million budget)
 - Design and oversee in school and after school programs and proposals supported by the Louisiana Department of Education, 21st CCLC & TANF, and the United States Department of Education, PDAE
 - Supervise staff, teachers, and teaching artists (more than 200 annually since 2007) in all aspects of programming including development and delivery of educational arts performances and workshops
 - Provide support in founding and operating charter arts integrated school with emphasis on budgeting, operations, and compliance (Young Audiences Charter School opened in Gretna in 2013 and has increased its grade every year)
 - Primary staff member responsible for supervising federal funds and annual external audits (over \$18 million in ten years) with clean audits every year
 - All aspects board relations and development including fundraising events
- 1995 – 1998 **Pomann Sound, New York, NY - Sound Engineer / MIDI Room**
- Installed and configured MIDI studio for original music production
 - Recorded, mixed, and produced music for national TV and radio (ABC, Disney, Nickelodeon, Jumbo Pictures -Doug, Foster's, Ren & Stimpy, SAAB)
- 1995 **Ardley House Publishers, New York, NY – Editorial Assistant**
- 1994 **Virgin Records, New York, NY - Marketing Assistant**

Education & Leadership

- May 1994 **Bachelor of Arts, New York University, New York, NY**
Double Major: English and French Minor: Sound Recording
- 2017- 2018 **Afterschool Task Force Member**, Jazz Congress at Lincoln Center, New York, NY
- 2017- 2018 **American Express Non-Profit Leadership Academy Fellow**, New York, NY
- 2015 – present **Leadership Team**, Louisiana Statewide Afterschool Network, convened by LACAL
- 2014 – 2015 **Afterschool Ambassador**, Afterschool Alliance, Washington DC
- 2013 - 2014 **White, Riley, Peterson Fellow of Afterschool Policy**, Riley Institute, Furman University, Greenville, SC
- 2011 – 2012 **Emerging Leader**, Young Audiences Inc., Inaugural Cohort, New York, NY

Music

- Write and perform solo and with bands including the Song Dogs
- Musical Director for Nicole Colbert's Last Stop Desire, a dance interpretation of *A Streetcar Named Desire*, March 24, 2017 at the Mint as part of the New Orleans Tennessee Williams Festival (the festival's first dance production)
- Original music at: <https://richardbatesmusic.net>



Chief Financial Officer - Job Description

The Chief Financial Officer (CFO) works at direction of the Chief Executive Officer (CEO) and oversees finances of Young Audiences Charter Association's (YACA) charter schools. The CFO provides the leadership, management and vision necessary to ensure that the organization has financial position and operating efficiency to ensure the sustainability of the organization. Making sure the people systems, fiscal controls, administrative and reporting procedures are in place to serve the students, parents, and staff. This will include direct responsibility of budget, accounting, auditing, forecasting, strategic planning, and federal, state and donor reporting and compliance. The CFO will have primary day-to-day responsibility for managing and controlling, planning, implementing, all financial-related activities of the organization.

Responsibilities:

- Serve as key financial advisor to CEO and Board of Trustees
- Direct, plan, organize, analyze and control charter-wide accounting operations and activities including the preparation, development, monitoring and review of individual school and organization-wide budgets, funds and accounts
- Manage school site and program budgets; prepare monthly account balance reports, meet with school and program administrators regularly to review individual budgets and assist with the achievement of department goals
- Manage cash position of organization and work with external bankers and lenders to comply with Board policies on asset management, cash on hand, and reserves
- Annually analyze budget and prepare risk and opportunity report
- Oversee the preparation of preliminary, interim, and final budgets; prepare and present monthly financial reports at Board meetings, insure timely reporting to charter authorizer
- Protection of assets by developing, coordinating, and overseeing administration of strong internal accounting policies, controls and procedures for accounting operations
- Responsible for accurate accounting of funds including income and expenditures; initiate budgeting, fund transfers, and adjustments as appropriate; audit accounts for errors and enter appropriate corrections
- Monitor, evaluate, and reconcile accounts, funds, and budgets
- Develop timelines and processes for all financial and compliance reporting and provide school site support to ensure satisfactory adherence
- Direct and participate in the year-end financial reporting process to ensure compliance as required by law; operate as lead contact for annual audit



Young Audiences

Bright Ideas for Learning

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- Direct and prepare analyses fund costs and methods of financing, including long-range multi-year projections
 - Analyze rental potential of facilities and track associated revenue
 - Work closely with the operations staff on personnel matters and to develop competitive, fiscally responsible, affordable compensation systems for all employees
 - Attend Board and other official meetings and proceedings
 - Other related duties as assigned that support the overall objective of the organization

Ability to:

- Analyze and resolve critical financial issues with significant organizational impact
- Work tactfully and effectively with administrators, employees, and the public
- Work independently with little direction
- Communicate clearly in writing and orally in English
- Manage external financial relationships with banks, lenders, and vendors
- Gather, analyze data, and disseminate information
- Use spreadsheet and word processing software
- Understand and prepare all Federal and State financial reports
- Interpret and apply laws, rules, and standards
- Utilize skills in computers using spreadsheets, databases, and word processing
- Supervise and evaluate the performance of assigned staff

Qualifications/Requirements

- Bachelor's in business management, accounting, finance, or related field, Master's degree *preferred*
- Experience and understanding of the laws and practices governing and distinguishing charters and district schools is preferred. Specific training in school business and/or CBO certification a plus
- Three+ years' experience in a responsible fiscal position in an educational or non-profit setting

Michael A. Dunn, MBA, CPA, CGMA

Results driven finance and operations senior leader with extensive experience managing financial and shared services functions who is capable of supporting start-up and existing organizations with their financial management needs.

INDUSTRY PROFICIENCY

- Education
- Not-For Profit
- Commercial Real Estate
- Manufacturing

PROFESSIONAL EXPERIENCE

Dunn Financial Solutions LLC, Financial Consultant 2013 - Present

Provide business and financial consulting services for educational and non-profit organizations in Louisiana, with specific focus on charter schools

KIPP New Orleans Schools, CFO 2010 - 2013

Louisiana's highest performing open-enrollment network of public charter schools serving more than 3,200 students in kindergarten through eleventh grade

Outward Bound USA, Vice President & CFO 2005 - 2010

\$40 million national non-profit educational organization that serves people of all ages and backgrounds through active learning expeditions that inspire character development, self-discovery and service both in and out of the classroom

The Robert E. Morris Company and Subsidiaries 1998 – 2005

Vice President Finance & Operations 2001 – 2005

Corporate Controller 1998 - 2001

Closely held sales organization partnering with major original equipment manufacturers to distribute metal-working machinery and engineered solutions to more than 2,000 manufacturing customers

The Hutensky Group, Vice President & CFO 1990 - 1997

Real Estate Advisors, Management, Leasing and Development Group

John Errichetti Associates, Vice President of Finance 1985 - 1990

Real Estate Development, Construction and Property Management Company

Seward & Monde, Senior Auditor 1982 – 1985

Certified Public Accountants and Consultants

FUNCTIONAL LEADERSHIP

- Finance
- Accounting
- Facilities
- Human Resources
- Information Technology
- Operations
- Purchasing
- Risk Management

KNOWLEDGE AREAS

- Mission Driven
- Strategic Planning
- Honesty & Integrity
- Board Relations
- Audit & Compliance
- Balancing Long & Short Term Needs
- Budgeting
- Expense Management
- Capital Planning
- Financial Reporting
- Forecasting & Modeling
- Grants Management
- Treasury & Investments
- Electronic Requisitions & Purchase Order Systems
- Blackbaud Financial Edge
- MIP Fund Accounting

EDUCATION & ASSOCIATIONS

University of Connecticut MBA in Finance & BS in Accounting

American Institute of Certified Public Accountants

- Member AICPA Non-Profit Section

Society of Louisiana Certified Public Accountants

Association of International Certified Professional Accountants