**About Intersection for the Arts**

Intersection for the Arts (IFTA) is a non-profit organization that has been enabling Bay Area artists and arts organizations to achieve their creative potential for 50+ years. A deeply committed San Francisco-based team supports each member’s artistic pursuits by delivering a suite of personalized services including fiscal sponsorship, professional development, and space programs.

Today, Intersection supports 170+ artists and arts organizations in the Bay Area across visual, literary, music, theatre, dance and other experimental art forms. It generates $5.3 million in economic activity annually, with its member projects engaging with over 800,000 members of the community.

**Responsibilities & Duties**

**Fiscal Sponsorship: Finance**  
Assist in processing finance requests from the fiscally sponsored projects (FSP)  
Weekly check run: preparing checks to be mailed and filing  
Assist with annual audit preparation

**Fiscal Sponsorship: Administration**  
Data Entry: update and maintain FSP profiles on Salesforce CRM  
Clerical Work: update and maintain FSP file folders and correspondence with FSPs

**Grants Management**  
Assist with IFTA & FSP grant management paperwork  
Assistance with grant reporting & reimbursement documentation
General Admin
Filing & Archival
Other tasks as assigned

Desired Skill Sets
Knowledge of Microsoft Word, Excel, G-Suite / Google Docs, Quickbooks Online and Salesforce.
Proficient in basic math skills
Excellent communication skills
Excellent customer service skills
Mac and PC
Ability to work remotely

The ideal candidate is flexible and able to prioritize duties and manage themselves effectively; highly organized, methodical and attentive to details; works well in a fast-paced, dynamic environment and committed to providing exceptional customer service to our fiscally sponsored projects. Some knowledge of finance and arts administration experience is a plus.

<table>
<thead>
<tr>
<th>Job Status:</th>
<th>Part-Time (16-hours per week; Tues/Thurs or Tues/Wed/Thurs)</th>
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<tbody>
<tr>
<td>Compensation:</td>
<td>$20 per hour</td>
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<tr>
<td>Benefits:</td>
<td>This .40 FTE position is not eligible for company benefits</td>
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Intersection for the Arts is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medication condition (cancer), marital status, sexual orientation, or any characteristic protected by federal, state or local law.

TO APPLY: Send a cover letter and resume to jobs@theintersection.org by August 10, 2020