



Job Title: Director of Administration

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#### Organization Overview

[The People's Music School](#) is a 42-year old institution that has brought the transformative benefits of music to over 10,000 lives across Chicago. Our model is completely tuition-free. We serve kids age 5-18 who otherwise would not be able to afford music education. Since music education has benefits that extend far beyond the artistic benefits, we view ourselves as an institution building future leaders. We build cognitive, academic, and social-emotional skills through an intense and rigorous curriculum. Our students learn with us for up to 12 hours per week and their families fulfill a significant service hour requirement. In the last 4 years, the school has [grown nearly 3x under new leadership](#) and an extraordinary and energized Board of Directors. And we're just getting started...

#### Job Summary

The Director of Administration will provide leadership on the senior management team and handle all administrative functions of the school. Reporting directly to the Executive Director, the Director of Administration will be responsible for running the organization's finances, HR-related activities, and operations in support of the organization's strategic vision. To succeed in this role, you will need excellent leadership, analytical, and time management skills. The ability to push forward on core responsibilities while being flexible to the needs of a fast-paced, entrepreneurial organization is critical. You must also have a respect for diversity and embody the values of TPMS.

#### Responsibilities:

- Leadership (10%)
  - Participate in the strategic visioning process for TPMS with the senior leadership team & Board
  - Create agendas, materials, and schedules for Board and Board Committee meetings
  - Direct special projects, as needed (e.g. large-scale capital projects, roll-out of digital learning tools)
- Human Resources (30%)
  - Develop and implement a talent management plan that will help drive TPMS's strategic goals
  - Promote TPMS culture of positivity, high performance, and diversity and inclusion
  - Lead staff and intern hiring process (i.e. posting job descriptions, interviewing, issuing offers)
  - Run employee and intern onboarding (i.e. background checks, paperwork, timesheets, training, etc.)
  - Coordinate with all sites to maintain current faculty and substitute teacher roster
  - Own benefits administration (i.e. communicating with brokers, leading open enrollment, etc.)
  - Coordinate content and scheduling for professional development trainings
  - Lead performance management processes, including annual performance and compensation reviews
- Finance (30%)
  - Guide long-term financial planning and ensure that plan is in-line with TPMS's broader strategic goals
  - Drive annual budgeting and re-forecasting process, gathering inputs from program and development team
  - Prepare monthly finance reports and communicate them appropriately to staff and Board by the 10<sup>th</sup> of the following month
  - Serve as principal liaison with external auditors, ensuring audit is completed accurately and on time
  - Own day-to-day bookkeeping and accounting, ensuring 100% accuracy and complete monthly reconciliation between finance and development



- Compile and review timesheets for all faculty, substitute teachers, and other hourly staff
  - Process payroll with 100% accuracy
  - Handle cash needs, including balancing petty cash
- Operations (30%)
  - Optimize and maintain TPMS operations and management systems (e.g. Salesforce, Google Drive, Slack)
  - Ensure TPMS's facility needs are met - properly maintain Uptown Academy jointly with the Associate Director of Community, support community program site partners, and forecast future space needs
  - Continually develop and implement efficiencies and improvements in operations across TPMS sites
  - Develop and review contracts; manage external vendors, as needed
  - Coordinate any activities with significant legal implications with TPMS's pro-bono legal counsel
  - Represent TPMS at community meetings (e.g. Block Club, Chicago Alternative Policing Strategy)
- Demonstrate a commitment to TPMS core [values](#): opportunity, excellence, hard work, creativity and community
- Other duties and responsibilities may be required and/or assigned as necessary

#### Qualifications:

- An entrepreneurial spirit – self-starter, motivated, creative, problem-solver.
- Fluency in Quickbooks, Microsoft Office (particularly Excel and PowerPoint), and Google (Drive, Sheets, Slides)
- Exemplary leadership, time management, and analytical skills; strong attention to detail
- Excellent relationship-building skills; able to relate to and collaborate with a variety of audiences – students, parents, teachers, community leaders, and other TPMS partners
- Flexibility to work one evening a week and occasionally outside of regular business hours to attend events and other meetings, as necessary
- Belief in our transformative mission is a must
- 5 - 7 years of experience in either arts education, finance, or the nonprofit sector
- Minimum level of education required is a Bachelor's degree from an accredited institution; CPA/CMA or Master's degree preferred

#### Compensation & Benefits:

Salary commensurate with experience. Full-time employees at TPMS receive generous paid time off and a complete benefits package.

#### How to Apply:

Please complete [this survey](#) and send your resume to Alli Henry at [jointhemission@peoplesmusicsschool.org](mailto:jointhemission@peoplesmusicsschool.org).

We look forward to hearing from you!