



International Performing Arts for Youth
PRODUCE · PROMOTE · PRESENT

IPAY Managing Director Job Description

Updated: 3.2.18

Key Responsibilities include:

Facilitate and manage Strategic Plan

Collaborate with key team members and Board, build timeline and deliverables

Financial, Operational, and Admin Management

Accounting and Banking

Check writing, deposits, invoicing

Manage accounts receivable

Insurance

Compliance and procurement of Liability, Workers Comp, Board of Directors

Liability, Event Cancellation

Contract Planning, Review and Execution (Hotels, Venues, Insurance, Sponsorships, Artist Contracts)

Budgeting & Accounting

Manage and Review Monthly bank reconciliations, Payroll, Receivables and Payables

Manage the Audit Process

Develop Annual Budgets and Quarterly Reports/Projections for that budget

Database Systems, Equip, Phone & IT

Administer business Software programs and databases including

Your Membership, Membership/Registration Software, IWTS, Artist Application

software, Quickbooks, Accounting Software, as well as Dropbox, Google Mail Platform,

Zoom, Doodle, Constant Contact

Development

Develop Strategy with ED, Board Pres/ Exec VP in alignment with organizational mission and goals

Research and identify funding opportunities, develop goals, timeline, execution strategies

Write grants according to specific guidelines

Manage fulfillment of grants and sponsorships, including contracts, visibility, invoicing

Human Resources Management

Hiring, payroll, management, tax compliance, including but not limited to for the following positions:

- Conference Manager

- Production Manager

- Engagement Manager

- Administrative Assistant

- Bookkeeper

- Website Administrator

Showcase Management

Manage decision-making process with ED, Board Pres/Exec VP to review and establish:

- Registration and Exhibition Pricing

- Membership Stratification and Data Collection

- Sponsorship Pricing & Contracts

- Off-IPAY Policies

- Artist Contracts

Sponsorship Financial Management

Work with Engagement Manager for all Conference Communications

Communication

Develop Strategy and Timeline with ED and Engagement Manager

Direct staff assistance as necessary to execute strategy

Approve and proofread all copy before published: Website, Showcase Program, Newsletters

Oversee video messaging and documentation as resources permit