

Part-Time Administrative Director Body Wisdom, Inc. / InterPlay

Introduction

Body Wisdom, Inc. / InterPlay, a global arts organization committed to anti-racism, is seeking a non-profit director with strong financial and accounting experience to serve as its Administrative Director.

This role, along with the Board of Directors and the Finance Committee of the Board, stewards primary responsibility for the financial and organizational health of Body Wisdom. The Administrative Director supports a vibrant global group of artists who are playful and embodied, committed to racial equity and transformation (RET), and seeking to build social justice-centered communities and community leaders.

Candidates must have strong accounting skills and an ability to handle a broad range of financial and administrative details. The desired candidate should be detail-oriented, responsive, and collaborative. Responsibility for artistic direction will be held by others within the organization/movement. A strong candidate will value both leading and following in all organizational interactions. He/she/they will have a clear awareness of the dynamics of systemic racism, and the ability to navigate diverse human interactions with patience, openness, compassion and humor.

The Administrative Director will supervise at least one other administrative staff person and will collaborate with a Development Director and other program staff.

Current goals and objectives for this role:

- Steadfastly ensure financial and organizational health of Body Wisdom
- Communicate financial and accounting practices to diverse audiences with ease
- Support organizational and leadership transitions, ensuring continuity of operations and organizational memory
- Commit to the anti-racist goals and priorities of the organization
- Gracefully coordinate and support the diverse, (quirky) global InterPlay community
- Coordinate and sustain Body Wisdom's goals and activities as a world-wide movement

About Body Wisdom:

Body Wisdom is a 30 year non-profit corporation founded by Cynthia Winton-Henry and Phil Porter based in Oakland, CA. [InterPlay](#) is the name of the philosophy/practice that Body Wisdom stewards. InterPlay has spread from its San Francisco Bay origins to numerous regions in the United States and to other countries such as Malawi, India and Australia. InterPlay is **an active, creative way to unlock the wisdom of the body.**

It is arts-based, interactional, incremental, integrative, transformational, affirming, and fun. It has been described as “sneaky deep.”

InterPlay leaders across the globe have a high degree of autonomy to lead and organize as they see fit, and InterPlay encourages leaders to stay in relationship with Body Wisdom and each other. Amongst other activities, Body Wisdom maintains the curriculum for InterPlay’s primary teaching and training programs, coordinates a national leader’s gathering annually, and organizes fund-raising and funding activities. All positions within Body Wisdom are currently part-time. Although Body Wisdom seeks to have clear lines of responsibility, we practice a relatively flat “hierarchy.”

Body Wisdom has made a strong commitment to Racial Equity and Transformation (RET) across its entire organization, including funding local initiatives, developing BIPOC leadership and forums, and re-imagining its curriculum and leader instructions.

Body Wisdom is in the process of transitioning as its two co-founders and co-directors move out of central administrative roles into “wisdom-sharing” consultative roles. Cynthia Winton-Henry makes this shift in August 2021 while Phil Porter plans to make the same transition in early 2023. As part of the current transition plan, the new Administrative Director will overlap with Phil for about a year and a half.

InterPlayce is Body Wisdom’s physical headquarters in Oakland and houses a dance studio, office space, storage and residential units. Body Wisdom owns a major portion of the building which has been converted to a condominium structure of ownership. The Administrative Director serves as Treasurer of the HOA Board and is responsible for managing the finances of the organization.

Basic Information

Title: Administrative Director

Location: Can work remotely, in-person, or hybrid of two

Work Schedule: Half- to 2/3 time with schedule flexibility and occasional travel

Salary Range: \$22-\$25/hour

Benefits: Healthcare, Paid holidays, vacation, and sick leave, plus free tuition for InterPlay classes & events

Body Wisdom values flexibility and works with employees to accommodate special circumstances that might affect their work lives.

Duties and Responsibilities

Financial and Legal Duties

- Work with the Administrative Assistant(s) to maintain the organization's books
- Administer payroll, employee benefits, and organizational insurance policies
- Pay bills and InterPlay leaders
- Track both restricted and unrestricted funds, and release them when needed
- Manage cash flow
- Negotiate and track tuition agreements with InterPlay participants
- Prepare contribution reports for donors
- Oversee and lead annual budgeting process and monitor on a monthly basis
- Prepare 1099s and gather financial information for an outside accountant to do tax returns
- Coordinate with regions that use Body Wisdom's non-profit status, including completing annual filings in multiple states
- Manage the InterPlayce Homeowners Association
- Attend and provide financial reports for monthly Finance Committee and Board meetings

Managerial and Administrative

- Coordinate the work of administrative and program staff, including organizing meetings, light supervision, and working with the Board on regular evaluations
- Manage, along with other staff, the use of the InterPlayce studio
- Provide administration for workshops and/or trainings throughout the country, including calendaring, setting fees, handling contracts, tracking registration, and supporting local organizers

Skills and Qualifications

- Proficiency in QuickBooks, Excel and Google Drive suite (Sheets, Docs, etc)
- Must be able to craft financial statements
- Must be able to create budgets
- Must have experience with cash accounting
- Familiarity with Filemaker database is a plus
- Strong interpersonal and communication skills
- Strong preference for at least five years of accounting experience
- Strong writing skills preferred

Preferred

Because Body Wisdom's organizational ethos and culture is based on InterPlay principles and tools (e.g 'speed of the body', 'grace economy', 'affirmation', and 'following and leading'), it is highly desirable for the candidate to learn InterPlay by participating in remote or on-site classes and workshops.

Candidates should send a cover letter and resume to: search@interplay.org