

Andi Cheney (they/them/theirs)

Qualification Summary

Finance & operations director with over ten years of experience managing finances and operations for small, mid-sized, and large nonprofit organizations, S-corps, LLCs, and cooperatives. Extremely organized and adaptable to changing environments and structures. Committed to principles of social justice, reparations, and wealth redistribution. Capabilities include:

- Proficiency with Accounts Payable & Accounts Receivable; bank reconciliation; tax donations & gifts; internal controls; credit and debit accounts; loans and debt management; grants and grant management; payroll & benefits management; audits, 990s, and other business filings;
- Creating and sharing reports, budgets, and cashflows with integrity and transparency, tailored for a variety of audiences including staff, Boards of Directors, foundations, and others;
- Operational management for a variety of organizational structures including fiscally sponsored projects, 501c3 organizations, LLCs, for-profits, and cooperatives.
- Human Resources manager for teams of up to 30 staff, coordinating benefits, performance evaluations, filings and records, employee handbooks, and professional development plans.
- Strong commitment to equity and inclusion particularly for people with disabilities, queer, trans, and gender non-conforming people, and Black, Indigenous, and other people of color and mixed identities.

Employment History

Freelance Sunsetting Services (aka Nonprofit Death Doula) --- January 2016 - present

- Associate Director for Patrick's Cabaret through the process of dissolution
- Director of Finance & Operations for HECUA through the process of dissolution
- Consultant for NorthernLights.mn, Pollen Midwest, 20% Theatre Company

Freelance Bookkeeping and Financial Management ---- January 2016 - present

- Bookkeeper for Ricardo Levins Morales Art Studio
- Business Manager for Creative Catalysts, Inc (\$350K)
- Board Treasurer and former Operations Coordinator for zAmya Theatre Project (\$300K)
- Clients have included: Relationships Evolving Possibilities (\$700K), Theatre Novi Most (\$12K annual budget), Patrick's Cabaret (\$200K), Seward Cafe (\$800K), Brownbody Dance (\$200K), Rhythmically Speaking (\$10K), Diverge Finance Cooperative (serving nonprofit clients up to \$10M)

Director of Finance & Operations, HECUA ---- September 2019 - December 2021

- Direct and manage all financial operations and internal systems for the \$2.5 million annual nonprofit experiential education provider, including budgeting, risk management, annual auditing, and human resources.
- Hired in 2018 as Bookkeeper, promoted to Operations & HR Manager within 6 months,

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then promoted again to Director of Finance & Operations.

Freelance Grant-writing ---- January 2009-2019

- Clients have included: Twin Cities Actor Consortium, Ifrah Mansour, Andrés Parra, Akiko Ostlund, Raw Sugar, Patrick's Cabaret, Off-Leash Area Theatre & Dance, The Lift Garage, Dangerous Productions, Live Action Set, New Native Theatre, Sandbox Theatre, Motion Poems, zAmya Theater Project.

Associate Director, Patrick's Cabaret ---- January 2017 - June 2018

- Working closely with the Executive Artistic Director, built and managed resources for the organization and the community it served, including financial, communications, and administrative operations.
- Managing all bookkeeping for the organization's \$200K annual budget, including cashflows, budget management, financial reports, tax and legal filings including 990s, and payroll.
- Worked closely with the Board of Directors and artist community through the process of sunseting and organizational dissolution.

Interim Managing Director, Bedlam Theatre ---- August 2015 - January 2016

- Managed bookkeeping for the \$1.3 million annual organization, including the for profit bar and restaurant side and the nonprofit theatre/performing arts side. This included cashflow projections, budgeting, financial reports, annual tax and legal filings, payroll for over 30 employees, Accounts Receivable for hundreds of donors and patrons, and Accounts Payable for dozens of vendors.

Emerging Performing Arts Leaders Fellow, Minnesota Theatre Alliance ---- July 2015 - July 2016

- Part of a cohort of three EPALs selected to facilitate the creation of a Performing Arts Human Resources Toolkit through a series of workshops, compilation of best practices and principles, and subsequent outreach and implementation for performing arts organizations throughout Minnesota.

Education

Certificate in Grief Work from the Institute for the Study of Birth, Breath, and Death, 2022.

Creative Community Leadership Institute - Springboard for the Arts and Racing Magpie, 2022.

Bachelor of Arts, Theatre major, minors in sociology and environmental science,

Macalester College, Saint Paul, MN, 2005 - 2009

TC Experimental Community Ed, "Community Organizing & Theatre of the Oppressed," 2010.