

Chief Financial Officer

The Adrienne Arsht Center Trust, Inc. d/b/a Adrienne Arsht Center for the Performing Arts of Miami-Dade County, (“Center”) is seeking an experienced, skilled, and highly motivated Chief Financial Officer.

FLSA Status: Full Time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center and to each other. Our stages are alive year-round with artists from around the world, innovative programming from our resident companies and local arts partners, free community events that reflect Miami's unique identity and arts education experiences for thousands of Miami children each year.

Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has been recognized as a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs — many enhanced by the Arsht Center's relationship with Miami-Dade County Public Schools, local teaching artists and Miami-based arts organizations.

The Arsht Center is also a home stage for three resident companies — Florida Grand Opera, Miami City Ballet and New World Symphony — and a launch pad for local artists to make their mark on the international stage. Our 300+ events each year include the Center's Signature Series of classical, jazz, Broadway, local theater and much more. We present a robust series of touring Broadway musicals direct from New York, the largest jazz series in South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, our Family Fest, Free Gospel Sundays, CommuniTEA LGBTQ+ celebration and Heritage Fest are among dozens of free events that bring together people from all corners of our community. For more information, visit arshtcenter.org.

The Opportunity

The Adrienne Arsht Center seeks an innovative leader to join its executive team in its senior financial position. Reporting to the Arsht Center's President and CEO, Johann Zietsman, the CFO will provide leadership and oversight in all matters pertaining to financial sustainability.

As a key member of the executive team, the CFO provides strong technical and visionary leadership to the finance team, comprised of a Controller, Director of Finance, and four accountants, while guiding the pace of growth of the organization overall and ensuring its financial health.

The CFO will be an effective leader with ample experience in strategic planning, financial management, budgeting, data analysis, stakeholder communication, quality improvement, group facilitation, and strategic relationship building. A leader who can easily analyze, synthesize, and act on data, the CFO will guide goal setting and planning and, where necessary, apply course correction for the financial well-being of the Arsht Center.

The CFO will have deep experience leading finance in a complex not-for-profit (preferably in the performing arts) environment.

- The CFO will provide strategic leadership and general oversight in key areas of responsibility with a particular focus on GAAP (Generally Accepted Accounting Principles) reporting; cash management and liquidity; financial forecasting; strategic financial planning; grant and financial compliance; and risk management.
- Work in partnership with Board and senior leadership to implement strategies and systems to improve financial performance.
- Act as the staff lead for the Finance, Investment, and Audit Committees of the Board of Trustees.
- Act as financial liaison to the Board of Directors of the Adrienne Arsht Center Foundation.
- Oversee management of the financial resources of the Center and the Foundation including accounting, finance, organization-wide budgets, settlements, risk management, and investments in accordance with GAAP and financial best practices.
- Ensure the Arsht Center remains on budget and that operations are scaled to the financial means available.
- Ensure assets are safeguarded through the maintenance of proper controls.

Responsibilities

- Provide strategic recommendations to the President and Chief Executive Officer based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee long-term budgetary planning and cost management in alignment with the Adrienne Arsht Center's vision, mission and strategic objectives.
- Apply stewardship and engage members of the Boards of Directors of the Trust and Foundation and relevant committees around issues, trends, and changes in the operating model and operational delivery.
- Work collaboratively with the senior management team to develop strategies for the Center and related projects, including capital improvements.
- Manage the relationship with Miami-Dade County as it relates to annual support.
- Manage the relationship(s) with relevant outside vendors including but not limited to banks; investment managers; risk managers.

Team Management

- Engage other senior leadership team members to facilitate cross-department collaboration that ensures that all finances positively support the Adrienne Arsht Center's strategic and operational needs.

Financial and Operational Management (applies to Center and Foundation)

- Guide the preparation and approval of all financial reporting materials for the organization and boards of directors; prepare and communicate monthly and annual financial statements.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Oversee the development and implementation of budgets; monitor progress; and present operational metrics both internally and externally.
- Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB).
- Coordinate all audit activities.
- Review and manage finance procedures, processes, and administration, and recommend their improvement.
- Manage endowment investments.
- Assure legal compliance with all local, state, and federal tax filings and regulations.

Traits and Characteristics

The CFO must be a confident, goal-oriented leader with superior conceptual thinking and problem-solving abilities. A systematic and practical person with strong intellectual curiosity and data analysis skills, they will have a well-rounded set of capabilities that sets them apart from others. The CFO will have high character and exemplary decision-making skills. Additionally, they will possess the following competencies:

- Unimpeachable integrity and ethical behavior; strong ethical sense to handle confidential and sensitive information in a discreet manner.
- Personal Accountability – Embraces their own capacity to be answerable for personal actions and professional decisions.
- Vision & Values – Supports organization's values through daily actions and decisions, communicates vision and values to others, generates enthusiasm, and incorporates vision when planning.
- Planning & Organizing – Develops, establishes, and implements relevant, realistic, and attainable plans.
- Self-Management – Independently and proactively pursues objectives in an organized and efficient manner, prioritizes activities, maintains a high level of activity without direct supervision, and completes high-quality work on time, on budget, and on the mission.
- Leads by example.
- Maintains a sense of humor.

Professional Experience

- Minimum 10+ years in senior leadership roles
- Minimum 5+ years in the non-profit sector (experience at a performing arts center is a plus, but not a requirement)
- Experience directly operating or supervising Finance and Accounting functions in high-performing organizations
- 5 years of prior experience as a CFO required

- Strong finance expertise, including an understanding of IRS regulations as they pertain to non-profits, experience working with auditors, understanding of budgeting, projections, board reporting and business planning
- Knowledge of financial systems (Great Plains a plus) and common user applications such as Microsoft, Google, Blackbaud, Tessitura
- Adept at working with a highly diverse client base and artistic personalities
- Must enjoy working in a creative and ethnically diverse environment

Personal Characteristics

The Chief Financial Officer should possess and exhibit:

- Intelligence
- Creativity
- Resourcefulness
- Political Savvy
- Negotiation and Persuasion skills
- Inspiration
- Ability to communicate openly, effectively, and persuasively in both oral and written form with diverse audiences.
- Understanding of collaborative, team-oriented leadership style

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Compensation and Benefits

The Arsht Center offers a competitive compensation package, commensurate with the skills and experience required. The Center is committed to equity in pay practices. The Arsht Center offers health, vision, dental, disability benefits, vacation/sick/personal time, and paid holidays.

Suggestions for candidates and expressions of interest should be addressed to:

Chief Financial Officer
The Adrienne Arsht Center
1300 Biscayne Boulevard
Miami, FL 33132
Attention: Trish Brennan, Vice President, Human Resources

Email: resumes@arshtcenter.org, with Chief Financial Officer search in the title line.

We welcome all qualified candidates to apply and invite the full participation of all individuals currently underrepresented in the performing arts community. This includes but is not limited to, individuals from racially and/or ethnically diverse communities, individuals with disabilities, individuals from the LGBTQ+ communities, and individuals who experience intersectionality with one or more of these identities.

Please contact Trish Brennan, Vice President, Human Resources, at 786-468-2204 with all questions. All inquiries will be considered strictly confidential.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.