



**Hudson Valley Shakespeare Festival:
Director of Finance**

Position Summary:

The Director of Finance is a new position, charged with responsibility for the financial health and sustainability of Hudson Valley Shakespeare, and overseeing all financial operations, including budgeting, forecasting, strategic analysis, financial reporting, and compliance. Reporting to the Managing Director, the Director of Finance is a key member of the senior management team, and will collaborate with senior leadership across the organization to develop financial strategies aligned with the theater’s objectives and provide oversight and management of the organization’s on-site for-profit hospitality subsidiary business. Additional key duties include oversight of all accounting matters, ensuring transparency and GAAP compliance for all aspects of a \$53M capital project with significant state and federal investment, oversight of the budgets spending and forecasting for the capital project, overseeing and supporting the annual external audit, monitoring reserve funds and investment accounts related to the capital campaign, and performing sophisticated financial analysis and modeling. This individual will work in collaboration with HVSF’s leadership, Board, and staff as well as external stakeholders and consultants to support artistic excellence and realize the organization’s mission and values while ensuring long-term financial security and compliance.

In late 2019, HVSF was offered 98 acres of land to create its first-ever permanent home and make its next leap forward – from a seasonal festival into a year-round cultural anchor for the Hudson Valley region. The vision for the new campus is centered on cultural placemaking, community engagement, and environmental sustainability, each viewed through the lens of HVSF’s ongoing work toward anti-racism, dignity, and belonging.

HVSF is currently in the design phase for its new campus, which includes the construction of a permanent open-air theater designed by the celebrated architecture firm Studio Gang and is engaged in a multi-year capital campaign with significant support appropriated on the federal and state level. (Read more at hvshakespeare.org/nysca)

HVSF Mission Statement

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

Vision

We are a classical repertory theater that embraces the present moment, and our work springs from the most essential of elements — actor, audience, language, and landscape. As both a local community hub and a national arts destination, we foster meaningful human connections at the convergence of nature and culture.

HVSF Core Values

Excellence, Inclusion, Generosity, Playfulness, Sustainability

About HVSF and Its History

Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Garrison, NY currently operating with a \$3M budget. The festival has established a reputation for lucid, engaging, and highly inventive productions staged in rotating repertory under its iconic, open-air theater tent overlooking the Hudson River. In recent years, the festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory

artmaking, and reaching over 50,000 students and educators annually through its year-round Education programs. Over the years, HVSF's exuberantly irreverent productions have gained a devoted following. Critics from *The New York Times*, *The New Yorker*, and *The Wall Street Journal* have applauded the clarity, energy, wit, and imagination of our productions, and the unique and playful nature of the actor-audience relationship under the tent. Every summer, over 35,000 friends and supporters come together to enjoy vibrant productions in one of the most unusual and exciting performance venues in the American Theater. In 2021, HVSF was one of the first theaters in New York State to return to in-person programming after a dark season in 2020 due to COVID, with a production of James Ijames' *The Most Spectacularly Lamentable Trial of Miz Martha Washington*. In 2023, HVSF celebrated its second season in a spectacular new 98-acre home in Garrison and welcomed audiences to productions of Shakespeare's *Henry V* and *Love's Labor's Lost*, and the world premiere of *Penelope*.

At HVSF, inclusion is one of our core values. We are committed to dismantling oppressive practices and advancing the work of anti-racism throughout our entire organization. HVSF's regular updates regarding the company's work towards a more equitable future can be found here: [An Update on Our Anti-Racism Commitments & Actions – HVSF](#)

The Hudson Valley Shakespeare Festival operates on the unceded territory of the Lenape, Munsee, and Wappinger people, what is colonially known as Philipstown, New York. HVSF gratefully acknowledges their stewardship of this land in the past and present.

Essential Responsibilities:

- Strategic Planning
 - Collaborate with executive leadership to develop financial strategies aligned with the theater's objectives.
 - Identify and pursue opportunities for financial growth and sustainability.
 - Evaluate and plan for future ongoing capital needs.
 - From a financial perspective, support the ongoing institutional transformation and construction of facility assets, planning adequately for future insurance and maintenance needs.
- Budgeting and Forecasting
 - Prepare annual budgets in consultation with operational leaders.
 - Prepare forecasts and long-range projections/financial models.
 - Prepare cash flow and balance sheet projections to ensure adequate capital for all needs.
 - Conduct monthly financial forecast reviews.
 - Monitor and analyze financial performance against budgets.
- Financial Operations
 - Maintain accounting control over a capital campaign budget of \$53M and capital construction project, an annual operating budget of \$3.6M and a hospitality business budget of \$4.6M; and significant cash reserves and investment funds.
 - Supervise the finance and accounting team to ensure accurate and timely financial reporting.
 - Manage the theater's cash flow and maintain necessary reserves.
 - Supervise the Controller in preparation of financial reports for funding institutions.
 - Oversee the annual consolidated financial audit of both the nonprofit and the for-profit subsidiary.
 - Execute and monitor capital investments as guided by the Board
- Financial Reporting
 - Manage the preparation of internal financial reports and key performance metrics to provide management insight into revenue and operating expense trends, and to track project spending.
 - Understand stakeholder needs for financial reporting and forecasting. Design and execute complex financial models to support sound business decisions in a time of rapid institutional growth.

- Manages balance sheet accounts and ratios.
- Prepare and present timely, accurate, transparent, and comprehensive financial reports for senior leadership, board of directors, and stakeholders.
- Capital Project
 - Support the Managing Director and Artistic Director in oversight and execution of the planned site development and construction project.
 - Consult with executive leadership, board members, consultants and stakeholders on strategic deployment of capital resources to accomplish institutional goals.
- Compliance and Risk Management
 - Develop, implement, and monitor financial control systems to safeguard organizational assets.
 - Continuously assess financial risks and opportunities, and develop risk management plans and mitigation strategies as needed.
 - Ensure compliance with financial accounting standards and regulations, and with applicable federal, state, and local regulatory laws and financial and tax reporting rules.
 - Monitor and ensure compliance with requirements of federal, state, local and private funding sources.
- Stakeholder Relations
 - Serve as staff liaison to Finance, Audit, and Investment Committees.
 - Build and maintain relationships with external partners such as auditors, banks, funders, or lending institutions.
 - Represent the theater in financial discussions with stakeholders and potential partners.
- Business Administration
 - Oversee IT hardware and software systems to meet business needs and manage relationships with outsourced service providers and consultants.
 - Monitor contract negotiations, administrations, and review.
 - Oversee/assess insurance needs and maintain appropriate policies.
 - Responsible for employee benefits negotiation and financial administration.
- Team Leadership
 - Mentor and develop the finance and accounting team, consisting of a Controller and Finance Associate (HVSF) and a G&A Manager (Hospitality subsidiary)
 - Establish strong relationships with department heads to support their business needs.
 - Foster a culture of transparency, accountability, and continuous improvement.
 - Support HVSF in fostering our core values of Excellence, Inclusion, Generosity, Playfulness, and Sustainability and in our work to become an anti-racist institution.

Qualifications and Experience

- Bachelor's degree in Finance, Accounting, or a related field preferred. MBA or CPA preferred.
- Minimum of 5 years of financial management experience.
- Experience working at a 501(c) 3 nonprofit organization a plus.
- Experience with large/complex capital construction projects a significant plus
- Strong analytical, strategic thinking, and problem-solving skills to drive better business performance.
- A proactive and collaborative growth mindset.
- Proficiency in financial software and tools (GL, AP, CRM, and POS systems), and Microsoft Office suite.
- Excellent verbal and written communication skills.
- Commitment to the values and mission of Hudson Valley Shakespeare Festival.

Terms and Compensation

This is a full time, year-round, permanent on-site role in Garrison, NY with reasonable flexibility for some remote work. Nights and weekends, especially during the summer season (June – September), may be occasionally required. Benefits

package, including health coverage and paid vacation/personal/sick time, is offered. Salary range: \$100,000-\$110,000 per year.

Anticipated Start Date: April 1, 2024

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable working environment, and is committed to reviewing a diverse pool of candidates. We strongly encourage applications from BIPOC (Black, Indigenous, People of Color) candidates.

If you are unsure if you meet all of the listed qualifications, and believe you would make a valuable contribution in this role, we encourage you to apply. Please use your cover letter to share more about what you hope to bring to our team.

To Apply

Please submit a cover letter of interest and your resume via email to jobs@hvshakespeare.org with the subject "2024 Director of Finance". No phone calls, please.