



## Job Posting

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**POSITION:** Director of Finance

**REPORTS TO:** Executive Director

**SALARY RANGE:** \$125,000 – \$150,000, commensurate with experience; Full-time; Annual; Exempt

**BENEFITS INCLUDE:** Medical, vision, and dental insurance; paid vacation, sick, personal, and holiday time; flexible spending and health savings accounts; employer-sponsored life, long-term, and short-term disability insurance; a 403(b) retirement plan with employer match access to free parking, and various perks.

**LOCATION & SCHEDULE:** In person at 91 University Place in Princeton, NJ. Regular business hours Monday through Friday. Some weekend and evening hours may be required as scheduled in advance. Local residency in the Princeton area, or a willingness to move to the area, is required; relocation assistance is available.

**START DATE:** This position will be filled as early as possible.

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### OPPORTUNITY

McCarter Theatre Center seeks a Director of Finance (DOF) to join its senior leadership team. This pivotal role oversees the Finance Department and is responsible for a broad array of financial functions. The DOF reports to McCarter's Executive Director and provides strategic oversight and leadership in financial management, accounting, and business development. The ideal candidate will be both a detail-level manager with a strong capacity for organizing and presenting financial information, as well as a strategic thinker with a knack for big-picture analysis and a collaborative, proactive approach to problem-solving. They must effectively engage with diverse teams and adapt to varying institutional needs, contributing to the creation of exceptional theater experiences. The DOF will excel in organization, prioritization, and delegation, ensuring smooth operations and the financial health of the organization. The company values innovation and the use of new technologies to enhance efficiency, along with strong analytical thinking, sound judgment, negotiation skills, and creative problem-solving abilities. This individual will help lead a customer service-oriented finance team, supporting a culture of facilitation and efficiency to help achieve goals across departments. Join us in shaping the future of McCarter Theatre Center as a key member of our leadership team.

### HISTORY AND CONTEXT

McCarter Theatre Center is one of the country's flagship theatres, a vibrant center for community and for the performing arts, and a key cultural anchor for Central New Jersey. Located on the campus of Princeton University and incorporated as an independent, charitable nonprofit, the company is a nationally renowned, multi-disciplinary creative hub of arts and ideas, offering theatre, music, dance, spoken word, and educational programs for all ages.

A two-time Tony Award winner, McCarter's legacy of artistic excellence traces back to the theatre's first performances in 1930. Thornton Wilder's *Our Town*, Kaufmann & Hart's *You Can't Take It with You*, and William Inge's *Bus Stop* all had their premieres on the McCarter stage, paving the way for a long history of collaborations with playwrights to launch remarkable works that have gone on to tens of thousands of performances reaching millions of audience members around the world.

Among the 100,000 community members who directly participate in the company's work every year, more than 7,500 are students taking part in McCarter's robust arts-in-education offerings. The company offers more than 20 annual in-school residencies in classrooms in Princeton and Trenton, hosts schools from throughout the region for student matinee performances, and offers need-based scholarships to every one of its dozens of educational after-school and summer programs each year.

Co-led by Artistic Director Sarah Rasmussen and Executive Director Martin Miller, McCarter leads with values of "justice, joy, beauty and belonging," creating stories and experiences that enliven minds, expand imaginations, and engage communities.

## **CURRENT ENVIRONMENT AND THE FUTURE**

In the summer of 2020, McCarter Theatre Center made a successful transition of artistic leadership from Emily Mann, who had served in the position of artistic director for nearly 30 years, to Sarah Rasmussen. At the same time, the shutdown of theatres nationwide led to significant turnover of personnel, and performances were paused at McCarter until late 2021.

The company welcomed Executive Director Martin Miller to its co-leadership team in late 2023. The 23/24 Season has brought considerable momentum and a return to growth, with attendance up more than 60% over the previous season and philanthropic giving at its highest level since 2019. The company is working to reduce a post-pandemic operating deficit through a special fundraising campaign and revenue growth over a three-year timeline. The value of McCarter's operating endowment currently stands at \$28.6M, and the company has under \$1.2M in long-term debt obligations. The company's facility is owned and maintained by Princeton University and its use is contributed on an in-kind basis to McCarter under a long-term lease.

Looking ahead, the Director of Finance will be instrumental in shaping McCarter's long-term financial strategies. This role will directly contribute to the organization's ability to ambitiously pursue risk-taking artistry, broad access initiatives, and in turn, the company's mission, vision, and values.

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## **POSITION AND RESPONSIBILITIES**

The Director of Finance oversees the financial operations of McCarter Theatre Center and maintains and enhances the organization's financial systems. Reporting to the Executive Director, this leadership team member is a core contributor to the company's senior leadership team. This role actively contributes to executive discussions with the Board Treasurer and the Finance Committee, ensuring transparency and strategic alignment in financial matters. Responsibilities include managing all financial reports, budgeting, forecasting, financial analysis, adherence to compliance standards, oversight and improvement of financial policies and procedures, maintaining strong financial controls, and establishing a customer-service oriented culture within the Finance team. Together with the Executive Director, the DOF will devise and execute financial strategies to seize opportunities and tackle challenges, bolstering McCarter's mission and long-term resilience.

### **Essential Functions & Duties:**

#### **Planning and Leadership:**

- Partner closely with the Executive Director to help ensure a sound financial basis for strategic plans and objectives that align with McCarter's mission and vision.
- Lead the finance team, promoting a culture of innovation, customer service, inclusivity, and professional growth.

- Engage with senior leaders and staff and provide them with the financial tools to fortify organizational resilience, aligning financial management strategies across the organization with McCarter's overall goals, constraints, and needs.
- Responsible for establishing financial policies and procedures in-line with GAAP while ensuring they reflect the organization's core values.
- Represent McCarter at staff and Board meetings to effectively communicate the company's fiscal health and needs, offering financial insights and support both internally and externally.
- Support and provide strategic guidance to the Associate General Manager and Human Resources Director in the administration of health and welfare benefits; help administer the company's 403(b) plan and oversee its annual audit.
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Finance department more equitable and inclusive, while upholding and exhibiting our stated values of "justice and joy, beauty and belonging."
- Additional responsibilities as required to advance the organization's mission.

### **Financial Management:**

- Oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis, in consultation with the Executive Director.
- Maintain accurate financial records and ensure compliance with regulatory and reporting standards.
- Ensure all financial policies and practices are transparent, meeting the highest standards of integrity, complying with accounting industry standard practices, and incorporating the theater's values on equity and inclusion.
- Provide comprehensive financial reports to McCarter's leadership, analyzing budget performance and financial risks, and offering actionable recommendations, as well as financial information needed for grant applications and reports.
- Serve as staff liaison to the Finance Committee of the Board of Trustees.
- Supervise accounts payable, accounts receivable, and payroll processing.
- Manage annual audit, prepare necessary documents and schedules with the outside audit firm and the Audit Committee of the Board of Trustees.
- Ensure daily deposits are being made and that all accounts are balanced and reconciled on a monthly basis. Develop and implement internal controls for cash-related activities and all accounting functions.
- Manage cash flow, cash balances, short-term investments, and all banking relationships. Establish and maintain robust relationships with all external financial service providers.
- Directs month-end, quarterly, and year-end closings of the general ledger.
- Oversee all organization credit cards and spending policies, as well as other expense, document retention, and invoicing policies applicable to the broader staff.
- Proactively identify opportunities and challenges in financial systems and processes.
- Ensure all federal and state tax and reporting obligations, as well as charitable registrations, are met and that necessary tax filings, returns, and compliance notices are prepared and submitted on a timely basis.
- Identify ways to achieve meaningful and sustained savings and efficiencies, as well as to maximize income generated from the company's cash, investments, and vendor relationships to support the company's operations.
- Stay informed about current trends and best practices in fiscal management and accounting through professional development activities, networking opportunities, and ongoing education.

**Budgeting and Forecasting:**

- Collaborate with the Executive Director to oversee the annual budget process, ensuring budgets are realistic and support organizational objectives, mission, and values.
- Create, oversee and enhance reports, systems, and processes to ensure a smooth budgeting process.
- Track and report on budget performance, providing regular financial updates and forecasts to leadership and the Board.
- Develop and manage financial models to aid in long-term planning and decision-making.

**Team Management:**

- Lead and develop a customer service-oriented finance team, fostering an environment of excellence, transparency, confidence, and adaptability.
- Clearly articulate the finance department's function vision and strategy, setting individual and team goals to achieve strategic objectives.
- Mentor team members, supporting their professional development and career progression.
- Adhere to safe working practices while embodying McCarter safety and code of conduct policies.

**Qualifications:**

- Degree in Accounting, Finance, or related field, or equivalent experience demonstrating comprehensive financial acumen.
- Strong background and length of tenure in financial management within a nonprofit setting, including strategic development and budget oversight, with a preference given to those with performing arts experience.
- Significant complex financial reporting and analysis skills to include profitability, cash flow, multi-year forecasting/ budgeting/projections, tax reporting, contracts, and grants; with the ability to translate information into meaningful and actionable strategies/initiatives.
- An individual who has the confidence and strength of personality to assert themselves with an experienced leadership team but is also able to listen and build positive rapport with a variety of personalities and styles and across departments.
- Superb time management and ability to meet deadlines.
- Proven success developing and leading accounting and other personnel, including previous responsibility for coaching and mentoring staff.
- Effective communication abilities, capable of conveying complex financial information to varied audiences.
- Deep commitment to McCarter's mission and a strong desire to contribute to a positive work environment.
- Technology-adept individual with proficiency in the use of business finance software, including the Microsoft Office Suite. Knowledge of Blackbaud Financial Edge and/or Tessitura a plus.
- Demonstrated leadership in times of change, embodying calm, optimism, and practicality.
- A critical consciousness and interest in the values and practices that can help build and sustain an equitable, diverse, and inclusive workplace and how that applies to financial management and fiscal responsibility.
- Final candidates must successfully complete a background check.

**Work Environment:**

- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff.

- This position entails extended periods of sitting, manual dexterity for operating office equipment, and the ability to read and interpret documents, engaging in repetitive tasks, standing, walking, bending, and reaching within the office environment.
- In-person work will primarily be completed in a shared office space in our administrative office located at 91 University Pl, Princeton, NJ.
- Employees may be asked to use a personal cell phone in order to access authenticator apps and related software necessary for work credentials/multi-factor authentication (MFA). Applicants should be comfortable using their personal devices for these purposes as part of their job responsibilities, as workarounds cannot be guaranteed in order to access certain platforms.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of McCarter.*

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## **To Apply:**

Interested candidates should submit a cover letter and resume to [jobs@mccarter.org](mailto:jobs@mccarter.org) with your name and “Director of Finance” in the subject line. Please also mention where you heard about the position. We look forward to learning more about you.

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## **Equal Opportunity Commitment**

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, curiosity, flexibility, and an openness to continuous personal and professional growth.

We encourage all candidates to apply, even if they do not currently meet all the qualifications. We know there are great candidates who may not have all the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that is you, don't hesitate to apply and tell us about yourself. McCarter is committed to on-the-job training and mentorship. We also encourage candidates who do not live within commuting distance to apply; relocation assistance is available.

*McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.*