

## Chief Financial Officer

Spoletto Festival USA is one of America's leading performing arts festivals. Each spring, for 17 days and nights, the Festival fills Charleston's historic theaters, churches, and outdoor spaces with more than 150 performances in opera, theater, dance, and chamber, symphonic, choral, and jazz music. The 2026 Season will run from May 22 through June 7.

Spoletto is a 501(c)(3) nonprofit organization with an annual operating budget of \$10–12 million and a year-round staff of approximately 30. During the Festival season, the team expands to more than 500 seasonal employees and contractors.

### Job Description

Spoletto Festival USA is seeking an experienced and strategic Chief Financial Officer (CFO) to join the senior leadership team. Reporting to the General Director & CEO, the CFO is a key member of the organization's leadership and serves as the primary liaison to the Finance, Audit, and Investment Committees of the Board of Directors. The CFO leads a small but dedicated internal finance team and plays a pivotal, collaborative role across the Festival.

The CFO is responsible for stewarding Spoletto's financial health, ensuring transparency, accountability, and sustainability while supporting innovation and growth. This position partners closely with colleagues across departments to align financial strategy with organizational priorities, enabling the Festival to deliver on its mission and vision.

The ideal candidate brings a builder's mindset—thriving in collaborative, resource-constrained environments and motivated by improving how systems work. Experience scaling an organization or team, whether in nonprofit or for-profit settings, is valued, particularly when grounded in mission-driven work. The CFO demonstrates comfort with iterative processes and adapting strategy in real time, an ability to support growth and innovation while maintaining financial discipline, and approaches the work with energy, curiosity, resourcefulness, respect, and pragmatism.

**Position Type:** Full-time, exempt, and benefit-eligible

**Hours:** A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period

**Anticipated Start Date:** January 2026

**Location:** Charleston, SC (on-site)

**Department:** Finance

**Reports to:** General Director & CEO

### Responsibilities

#### Financial Oversight & Reporting

- Serve as liaison to Finance, Investment, Audit Committees and to Board Treasurer.
- Manage all accounting and finance operations, including AP/AR, payroll, reconciliations, and internal controls.
- Produce timely reports, dashboards, and financial statements for leadership and the board.
- Collaborate with department heads to develop and monitor budgets and forecasts.

### Strategy & Operational Support

- Partner with the CEO and senior team to support long-range planning and scenario modeling.
- Advise CEO on Financial Strategy and risk mitigation.
- Work with CEO, department leaders, and board to build annual budget; budget model across multiple fiscal years.
- Identify opportunities for financial and operational improvement across departments.
- Help translate data into actionable insights for staff and board leadership.
- Oversee forecasting of ticket revenue, gift revenue, and expenses.

### Fund Accounting & Compliance

- Ensure accurate tracking of restricted gifts, grants, and endowment funds.
- Oversee audit preparation and compliance with GAAP and nonprofit accounting standards.
- Manage grant reporting and government compliance requirements.
- Ensure organization maintains proper internal controls; maintain banking controls and access.
- Review and authorize all contracts above \$10k.

### Cash Flow, Risk, and Investments

- Monitor and manage cash flow, banking, and short-term financing tools.
- Approve all disbursements (AP, Payroll, Wires, EFTs).
- Coordinate with the Investment Committee on portfolio reporting and oversight.
- Oversee insurance coverage, policy management, and risk mitigation.

### Technology & Systems

- Serve as administrator of Financial Edge system; maintains and evolves financial systems, including integrations with Tessitura and other platforms.
- Implement internal processes that improve efficiency, transparency, and cross-team collaboration.

### **Required Qualifications**

- Bachelor's degree in Accounting, Finance, or related field required.
- Brings 5+ years of progressive finance leadership experience, ideally including nonprofit and/or growth-stage organizations.
- Deep knowledge of nonprofit finance and fund accounting, with demonstrated expertise in audit preparation, compliance, and financial reporting.
- Proven ability to build and direct a high-performing finance and accounting team, delegating effectively while fostering a collaborative, supportive, and accountable work environment.
- Demonstrated success building systems, implementing best practices, and supporting organizational growth while maintaining financial discipline.
- Exceptional communication and interpersonal skills, with the ability to translate complex financial information into clear, actionable insights for colleagues, board members, and stakeholders—including those without a finance background.
- Strong technological fluency, including advanced Excel skills; experience with financial systems, ERP platforms, or CRM integration is a plus.
- Impeccable accuracy and attention to detail, supported by strong organizational and analytical skills.
- Flexibility, adaptability, and a proactive mindset, with the ability to balance strategic priorities and hands-on execution in a fast-paced environment.

### **Desired Qualifications**

- Familiarity with Financial Edge, Tessitura, or other nonprofit financial systems.
- Background in the arts, culture, or live performance sector.
- Experience working with investment management and endowment funds.
- Prior engagement with a nonprofit board of directors.
- Experience with capital planning, facilities financing, or large-scale project budgeting.

**Additional Requirements**

- Physical requirements include sustained focus and visual concentration on screens, frequent communication in various formats, the ability to sit or stand for extended periods, and lift, push, or pull up to 30 lbs. Must be able to work at a desk for long periods, use computer equipment, and travel between facilities and venues while carrying materials. Reasonable accommodations will be provided in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; must be available to work long days, nights, and weekends during the Festival with a positive attitude.
- This position is based in Charleston, SC, with on-site presence required during the Festival period. Remote or hybrid work may be possible with prior approval from the supervisor.

**Compensation**

The salary range for this position is \$110,000 – \$140,000 annually. The salary offered will be commensurate with the selected candidate's experience and qualifications.

**Full-time Employee Benefits + Perks:**

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

**To apply:** Please send a resume and cover letter to [careers@spoletousa.org](mailto:careers@spoletousa.org) with the subject line “Chief Financial Officer.” Three references with email addresses are required. No phone calls, please.

*Spoletto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.*

*Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoleto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.*