

POSITION PROFILE

Chief Financial Officer/Chief Operating Officer

Riverside Theatre
Vero Beach, FL

October 2025





Chief Financial Officer / Chief Operating Officer

Reporting To	Executive Producer / Chief Executive Officer
Direct Reports	Director of Finance, General Manager, Director of Special Events, Executive Chef, IT Manager, Payroll/Benefits Specialist
Location	Vero Beach, FL

Company Description

Riverside Theatre

<https://www.RiversideTheatre.com/>

Riverside Theatre in Vero Beach, Florida, is a nationally recognized nonprofit professional theatre company known for its high production standards and professional programming, entrepreneurial initiatives, and deep community roots. With a vibrant and expanding campus and multiple performance venues, Riverside Theatre plays a vital role in the region's cultural landscape, offering high-caliber productions, educational programming, outdoor concerts, and community events.

Riverside Theatre produces a diverse lineup of musicals, comedies, and dramas on [its multi-venue campus](#), which includes: the Stark Main Stage (692 seats), Anne Morton Theatre (flexible proscenium/black box with 200 seats), the intimate and versatile Waxlax Stage (250 seats), and an outdoor concert venue (seating 200+). Offering year-round programming, Riverside Theatre also presents stand-up comedy, a long-running Distinguished Lecture Series, and its "Live in The Loop" outdoor concerts. The organization also presents educational programs, seasonal performances, and special events throughout the year, making it a consistently active cultural venue in Vero Beach.

Founded in 1973, Riverside Theatre is Florida's only Equity theatre on the Treasure Coast. Operating under a LORT B+ contract, Riverside Theatre attracts union actors and creative teams from across the US. Offering iconic musicals and plays through innovative restagings as well as new or lesser-known works, including national and regional premieres, Riverside Theatre seeks to strengthen and support the theatre field by fostering artistic excellence, collaboration, and community engagement, while building meaningful partnerships regionally and nationally.

Riverside Theatre takes an entrepreneurial approach to sustainability and growth. In 2019, it opened Star Suites—a 60-room extended stay hotel that offers affordable housing for visiting artists and serves the public. It also launched Riverside Theatricals LLC, a for-profit subsidiary that develops and licenses original productions, expanding its revenue streams and creative reach.

Entering a renewed period of growth and change, Riverside Theatre has embarked on a \$65 million capital campaign to modernize and expand its theatre complex – including lobby renovations, improvements to technology, and a new state-of-the-art facility for expanded educational programming. The renovation aims to refresh and elevate the visitor experience, expand educational impact, and position the organization for long-term growth and new audience development.

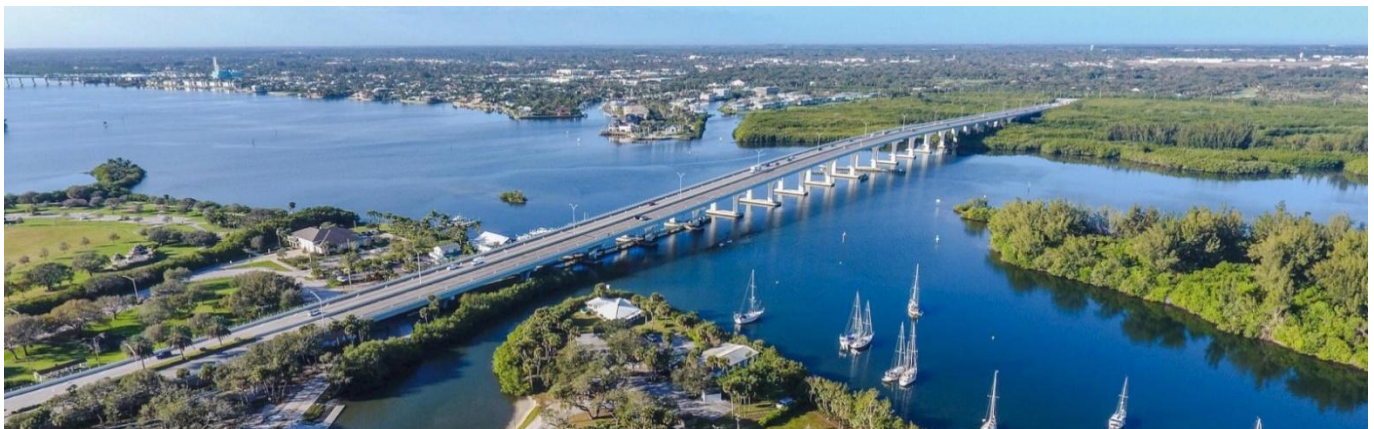


Location

Vero Beach, Florida offers a distinctive blend of natural beauty and community charm that sets it apart from other coastal towns. With 22 miles of uncrowded shoreline, Vero Beach is known for its serene beaches and commitment to environmental preservation. Home to the Indian River Lagoon and several wildlife refuges, it is a haven for outdoor enthusiasts and offers abundant outdoor recreation, from kayaking and paddleboarding to hiking and wildlife viewing. The community prides itself on its strong support for the arts, with institutions like the Vero Beach Museum of Art and Riverside Theatre anchoring a vibrant cultural scene. Residents enjoy a slower pace of life, but with access to high-quality healthcare, excellent schools, and a calendar of local festivals and farmers markets that foster connection and civic pride.



Vero Beach offers a relatively affordable cost of living compared to both the national average and other coastal towns in Florida. Overall, the cost of living is about 2.6% lower than the US average, with notable savings in categories like healthcare (-22.7%), food (-13.4%), and transportation (-10.1%). Housing costs are also 8.9% below the national average with a median home price around \$349,200, which is also lower than the Florida average.



Scope and Responsibilities

Riverside Theatre is seeking a mission-aligned Chief Financial Officer/Chief Operating Officer (CFO/COO) to serve as a key member of the Executive Leadership Team and a thought partner to the CEO. The CFO/COO will provide leadership to finance, facilities, IT, front of house and guest services as well as oversight to long-term planning. The CFO/COO will also support and serve as liaison to the Board Treasurer, auditors, financial institutions, and philanthropic stakeholders.

This collaborative, high-impact leadership role is ideal for an experienced financial executive in the performing arts who excels at balancing strategic vision with broad operational execution. As CFO/COO, the leader will align operations and productions to advance the organization's artistic mission, while integrating financial and operational strategy to ensure long-term sustainability and resilience.



Specific responsibilities will include the following:

Strategic & Executive Leadership

- Serve as a thought partner to the CEO, supporting organizational growth, capitalization, and financial sustainability.
- Lead all long-term financial planning, scenario modeling, and forecasting.
- Advise the CEO and Board on capital structure, investment strategy, and fiscal risks/opportunities.
- Partner with the Capital Campaign and Development teams to monitor restricted revenue and ensure strong funder reporting.
- Represent finance and operations in Executive Team meetings and strategic decisions.
- Ensure operational collaboration and cross-functional coordination across teams and departments.

Board & External Liaison

- Serve as a key staff liaison to the Board's Finance and Investment Committees.
- Prepare and present financial materials to the Board with clarity and insight.
- Oversee banking relationships, investment accounts, and financial due diligence.
- Lead the annual external audit process and ensure compliance with GAAP and IRS standards.

Capital & Institutional Finance

- Oversee financial management of the Theatre's capital campaign and related capital expenditures.
- Support project-based cost modeling and budget-to-actual oversight in partnership with construction and development leads.
- Manage endowment disbursements and reporting, in partnership with investment managers.

Leadership of Finance & Operations

- Embed inclusivity, transparency, and shared accountability into organizational culture and decision-making to support a thriving, creative, and mission-driven team.
- Supervise and support the Director of Finance and their operational leadership of budgeting, accounting, payroll, and compliance.
- Supervise and support the General Manager and their operational leadership of HR, guest services, front of house, facilities, and volunteer engagement.
- Supervise and support operational leaders in IT, special events, and Riverside Theatre's in-house food and beverage services.
- Define and monitor clear roles, responsibilities, and accountability structures.
- Promote team development, cross-training, and systems improvement.





Key Selection Criteria

Riverside Theatre is seeking a strategic, collaborative, and entrepreneurial senior executive with significant experience overseeing financial operations and strategy at a similarly creative nonprofit enterprise. The role requires not only financial acumen but also a working understanding of theatre production and presenting.

The CFO/COO will be a proactive, data-informed leader who contributes to big-picture strategy while ensuring excellence in execution and financial responsibility. This person will be capable of navigating ambiguity, balancing risk, and helping to shape organizational priorities during a period of significant growth and opportunity.

Financial leadership experience in professional theatre, the performing arts, or a similar creative, attendance-driven organization is required. The ideal candidate will bring a breadth of experience in guest services and/or administrative and operational support functions in a complex arts organization, ideally with multiple venues, business initiatives, and year-round activities.

The ideal candidate will possess the following skills, experience, and characteristics:

Skills and Experience

- Significant experience (7+ years) in a senior financial leadership role, ideally within a producing theatre company. Experience in other performing arts organizations, presenting institutions, or creative audience-driven organizations will be considered.
- Career track record that demonstrates increasing levels of responsibility and tenure, with ability to collaborate with a CEO, other staff, and Board members.
- Experience serving as an active partner in new business opportunities, projecting financial models and other information required for appropriate organization decisions; proven ability to design and control a sustainable financial model.
- Demonstrated success overseeing financial strategy for capital campaigns and capital projects, including accurate tracking of multi-year gifts.
- Experience leading financial strategy during organizational growth while fostering a culture of inclusivity, transparency, and shared accountability in decision-making.
- Experience within a producing or presenting arts organization, with an understanding of how artistic, production, and business operations intersect.
- An entrepreneurial and analytical mindset and experience analyzing complex business scenarios, synthesizing data insights, and delivering strategic recommendations that support data-driven decisions and anticipate future outcomes.
- Strong understanding of nonprofit financial management, including GAAP, fund accounting, and compliance requirements.
- Experience presenting to Boards and working with senior executives and legal/financial professionals.
- High proficiency in Excel, QuickBooks, and financial modeling tools; familiarity with Tessitura or Blackbaud is a plus.
- Master's degree in Business Administration, Finance, or Accounting preferred.

Personal and Professional Attributes

- Demonstrated leadership skills and behaviors demonstrating self-awareness, empathy, teamwork, respect for differing ideas, and the pursuit of excellence.
- Ability to analyze complex management situations with an entrepreneurial and creative lens, with a constant eye on new business opportunities and maximizing income potential.
- Forward thinking and proactive approach to problem-solving; adept at leading through change.



- Exceptional interpersonal and communication skills with a proven ability to lead through influence and to build consensus.
- Nimble and collaborative; comfortable navigating the nuances of the creative process.
- Self-motivated with an ability to multi-task while also being detail-oriented.
- Interested in new ideas and open to emerging technologies.
- High integrity, emotional intelligence, and professional demeanor.
- Commitment to equity, diversity, and inclusion in the workplace.
- Passion for the performing arts and personal alignment with Riverside Theatre's mission and Core Values.

Contact Information

The Nonprofit Practice of DHR Global has been exclusively retained to lead the national search for Riverside Theatre's next CFO/COO. All inquiries, nominations, and applications should be directed to one of the team members listed below:

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