



Chief Operating Officer

About Southampton Arts Center

Southampton Arts Center (SAC) is a dynamic cultural institution located in the heart of the village of Southampton, New York. Through exhibitions, performances, talks, films, community programs, and interdisciplinary initiatives, SAC brings artists, audiences, and ideas together in a way that connects the distinctive character of the East End of Long Island with a broader national and international cultural conversation.

The Opportunity

At an important moment in its development, SAC is seeking a strategic, entrepreneurial, and highly collaborative **Chief Operating Officer** to help lead the organization into its next phase of institutional growth and sustainability.

The COO will serve as SAC's senior business and operating executive, with responsibility spanning financial leadership, organizational management, development strategy, facilities stewardship, and together with the Executive Director, institutional advancement and long-range planning.

The COO will work closely with the Executive Director as a partner and an engaged Board of Directors, serving as a trusted partner and advisor.

This is an opportunity for a seasoned leader to help shape the future of a highly visible cultural organization—strengthening its infrastructure while preserving the energy, ambition, responsiveness, and sense of possibility that are central to SAC's identity.

Key Responsibilities

Organizational Leadership and Strategy

The COO will:

- Translate institutional goals into clear operational and financial plans.

- Help establish long-range priorities and build systems for implementing and measuring progress against them.
- Strengthen organizational infrastructure while maintaining SAC's entrepreneurial and collaborative culture.
- Lead cross-functional planning and help ensure that programming, fundraising, facilities, finance, staffing, and operations are appropriately coordinated.
- Work with the Executive Director and staff to build greater long-range visibility around SAC's annual program, events, and institutional calendar.
- Identify opportunities for organizational growth while ensuring that expansion is financially and operationally sustainable.

Financial Leadership and Sustainability

Responsibilities will include:

- Lead annual budgeting, forecasting, cash-flow planning, and longer-range financial modeling.
- Provide the Board and relevant committees with clear and timely financial information.
- Work with staff and outside financial professionals to ensure strong financial controls, reporting, and compliance.
- Develop and implement strategies to strengthen SAC's financial stability and establish appropriate institutional reserves and longer-term financial planning practices.
- Identify opportunities to diversify revenue, including philanthropic, earned, and other mission-aligned sources.
- Support Executive Director and Board leadership in planning for future endowment and legacy initiatives.

Development and Institutional Advancement

The COO will:

- Development of a comprehensive institutional fundraising strategy in collaboration with the Board, Executive Director, and development staff.
- Recruit, onboard, supervise, and support a new Director of Development.

Facilities and Capital Planning

The COO will:

- Lead the development and implementation of a comprehensive **Facilities Master Plan**.
- Work with the Board, Executive Director, staff, architects, consultants, and other specialists to assess current and future facilities needs.
- Develop realistic plans, timelines, budgets, and funding strategies for capital improvements.
- Ensure that facilities planning reflects SAC's artistic ambitions, visitor experience, operating needs, and financial capacity.

- Oversee significant facilities projects and coordinate outside professional teams as needed.
- Help translate long-range physical ambitions into an actionable and financially responsible roadmap.

Operations, Staff, and Organizational Effectiveness

The COO will:

- Oversee core administrative and operational functions.
- Evaluate staffing structure and clarify roles, responsibilities, and lines of accountability.
- Supervise senior administrative and development staff as appropriate.
- Strengthen internal planning, communication, budgeting, and decision-making processes.
- Develop practical policies and systems appropriate to SAC's size and culture.
- Support recruitment, retention, professional growth and advancement, and effective performance management.
- Help establish a more formalized human resources structure and oversee its continued development.
- Foster an organizational culture characterized by collaboration, respect, accountability, and shared purpose.
- Ensure that seasonal demands, special events, exhibitions, and public programs are appropriately staffed and supported operationally.

Board Partnership and Governance

The COO will:

- Develop a strong and transparent working relationship with Board leadership and trustees.
- Provide the Board with timely financial, operational, and strategic information.
- Work closely with the Executive Director and Board leadership on long-range organizational priorities.
- Support relevant Board committees and participate in Board meetings.
- Help establish clear distinctions among governance, strategic oversight, and day-to-day management.
- Engage trustees productively in fundraising, community relationships, strategic planning, and institutional advancement.

Partnership with the Executive Director

The relationship between the COO and Executive Director will be central to the success of both the position and the institution.

The Executive Director serves as SAC's creative and programmatic leader, developing the artistic vision and shaping exhibitions, performances, public programs, and cultural partnerships.

The COO will be responsible for ensuring that SAC has the financial, operational, organizational, development, and facilities capacity to support that vision.

The strongest candidate will embrace this partnership rather than view it as a division between “creative” and “business” functions. The two leaders will work collaboratively on institutional priorities, long-range planning, resource allocation, fundraising, staffing, scheduling, and major strategic decisions.

The COO should bring both confidence and generosity to this relationship: able to exercise strong independent judgment while recognizing that SAC’s artistic mission remains at the center of its work.

Education and Experience

A bachelor’s degree or equivalent professional experience is required. An advanced degree in business, nonprofit management, arts administration, finance, public administration, or a related field may be advantageous but is not required.

Candidates should have substantial senior-level professional experience and a demonstrated record of organizational leadership, financial responsibility, and effective partnership with boards and senior colleagues.

Location

This is a **full-time, on-site position based in Southampton, New York.**

The position requires flexibility around SAC’s public programs, events, donor activities, and seasonal calendar, including periods of heightened activity during the summer season.

Compensation

\$175,000-200,000 annually, commensurate with experience and qualifications.

To Apply

Southampton Arts Center has retained **del Rio | Byers** to conduct this search.

Candidates should submit a résumé and letter of interest to flynn@delriobyers.com.

Southampton Arts Center is committed to building a diverse and inclusive organization and welcomes candidates whose backgrounds, experiences, and perspectives will contribute to the vitality of the institution and the communities it serves.