

ORGANIZATION: Dia Art Foundation
POSITION: Chief Operating Officer
REPORTS TO: Jessica Morgan, Director
LOCATION: New York, NY; Beacon, NY
WEBSITE: www.diaart.org
TO APPLY: Please send resume and cover letter to DiaCOO@pbrsearch.com.

BACKGROUND

Based in New York, Dia Art Foundation (Dia) is committed to advancing, realizing, and preserving the vision of extraordinary artists. A nonprofit founded in 1974, Dia collects the work of some of the most renowned artists of the last half-century; presents long-term, site-specific projects; executes new commissions; and produces scholarly publications related to its exhibitions and collection. Dia was founded to help artists achieve visionary projects that might not otherwise be realized because of scale or scope. The name Dia, taken from the Greek word meaning through, was chosen to suggest the institution's role in enabling such ambitions. Today, Dia is a constellation of sites, from the iconic permanent, site-specific artworks and installations in New York, the American West, and Germany; to an exhibition program that has commissioned dozens of breakthrough projects; to the vast galleries of Dia:Beacon; and finally the programs of education and public engagement. Dia's growth plans over the next five years include construction, renovation, and expansion at three of its sites (Dia:Chelsea, Dia:SoHo, and Dia:Beacon).

POSITION

Dia seeks a strategic and process-minded chief operating officer with proven experience leading the financial and operational aspects of a nonprofit organization and overseeing multiple departments. The chief operating officer is a key member of the executive leadership team and is accountable to the board's finance and audit committee for management of and reporting on the financial operations of the organization. Areas of supervisory responsibility include the departments of finance, facilities and building operations, human resources, information technology, legal, and visitor experience, as well as the management of real estate holdings and retail operations. This is an opportunity to guide and partner with a dynamic director and a collaborative, collegial team on all critical leadership, operational, financial, and strategic decisions affecting the organization.

This position will be based at Dia's office in New York City; however, frequent travel to Dia:Beacon in Beacon, New York, will be required.

RESPONSIBILITIES

- Serve as a key resource to the director and board of trustees on overall financial and operational management of Dia, and provide a strong day-to-day leadership presence across the institution.
- Partner with the director to provide strategic, operational, and thought leadership to meet Dia's short- and long-term initiatives and overall vision.
- Supervise seven direct reports and ensure optimal effectiveness of staffing, systems, procedures, and operational activities within each area of responsibility; provide guidance, as needed, to direct reports, and sustain a high performance and collaborative work environment.
- Oversee the director of finance and Dia's financial and accounting operations, including budgets and long-term financial planning, ensuring the institution has effective operational and financial procedures in place.
- Oversee Dia's facilities and building operations department across all sites; guide and work closely with the facilities and operations management team to evaluate and ensure optimal efficacy of processes, staffing, budgets, and projects.
- Work with key staff and an outsourced project manager on all management aspects for the renovation and reopening of the Dia:Chelsea site as well as future work on the Dia:SoHo and Dia:Beacon sites. Oversee reporting on the capital project, including the project's budget and schedule, to the building committee.
- Report quarterly to the finance committee and overall board on operations, cash flow, and the financial state of the institution.

- Work with the director of finance and an outsourced investment advisor on the execution of investment paperwork and coordination of investment analysis for reporting to the investment committee.
- Manage Dia's real estate portfolio, including commercial tenants, in coordination with legal counsel, real estate consultants, and brokers. Oversee the maintenance and stewardship of Dia's land art holdings.
- In coordination with the legal counsel, administer all business insurance policies and manage broker relationships, annual renewals, and insurance claims.
- Oversee the HR department, providing oversight of HR functional areas, including staffing, employee relations, compensation, benefits, policies, and procedures. Serve as a fiduciary member of Dia's retirement committee.
- Oversee the visitor services department, working with the director of visitor experience on management of staff and operations of visitor services, bookshop, and group tours to create the ideal visitor experience at all Dia sites. Assist in the management of The Lightning Field staff and operations.
- Oversee the IT department, providing oversight in planning of IT needs with the goal of providing the infrastructure for a fast, reliable data environment. Provide oversight of IT-related vendor and consultant contracts, including telecom, website, and application service providers.
- Oversee and provide strategic guidance to Dia's in-house legal counsel in handling legal matters affecting the institution, including contract administration, risk management, and corporate governance.

QUALIFICATIONS

- Demonstrated experience in all responsibilities listed above
- Minimum seven years of operational leadership and senior-level management experience in a nonprofit organization
- Proven technical, financial, and accounting skills and ability to plan for a growing organization
- Proven strategic and visionary leadership skills
- Exceptional capacity for managing and leading staff, empowering a culture of collaboration and high performance
- Excellent problem-solving skills
- A successful track record of planning and managing large-scale capital projects
- Current knowledge of related business regulations (sales and use tax, independent contractor rules, workers comp, labor laws, UBIT, etc.)
- Excellent computer skills, especially with MS Word and Excel, and accounting software
- MBA preferred; related certification in accounting or business a plus
- Clear and concise verbal and written English-language communication abilities
- Professional interpersonal skills
- Highly organized and able to handle multiple tasks and meet deadlines
- Able to travel frequently to Dia:Beacon; travel to other Dia sites as needed
- Knowledge of contemporary art is a plus

Dia Art Foundation is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Dia Art Foundation will provide reasonable accommodations for qualified individuals with disabilities.