



## Executive Director Position Description



**ORGANIZATION:** Sag Harbor Cinema  
**POSITION:** Executive Director  
**REPORTS TO:** Board of Directors  
**LOCATION:** Sag Harbor, NY; in-person  
**INFORMATION:** [sagharborcinema.org](http://sagharborcinema.org)  
**TO APPLY:** Please send cover letter and resume as one PDF to [SHCinemaED@pbrsearch.com](mailto:SHCinemaED@pbrsearch.com) with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

## BACKGROUND

A community-based nonprofit organization, Sag Harbor Cinema is dedicated to presenting the past, present, and future of the movies and to preserving and educating about films, filmmaking, and the filmgoing experience. Whether in its three state-of-the-art theaters, vibrant [bar and terraces](#), or in the surrounding community, Sag Harbor Cinema engages its audiences and the community year-round through dialogue, discovery, and appreciation of the moving image, from blockbusters to student shorts and everything in between. Revitalized and reimagined through unprecedented community efforts to rebuild the iconic Main Street structure after a fire nearly destroyed it in 2016, Sag Harbor Cinema continues a tradition of entertainment, education, and enrichment in the heart of Sag Harbor Village.

Since officially re-opening as a nonprofit in June of 2021, Sag Harbor Cinema hosts film programming of the highest caliber, including the annual [Festival of Preservation](#) (now in its fifth year); [Q&As](#) and special talks with filmmakers including Martin Scorsese, Julie Andrews, Richard Linklater, and others; and repertory and new release documentary and feature screenings. In addition, the organization offers educational programming, including filmmaking and animation workshops, and vital community initiatives including the [Forgetting to Remember Project](#), [Lighthouse Project](#), and [Projections](#). The organization currently has 8 full-time staff, additional part-time project-based and seasonal staff, and an operating budget of ~\$4M.

## POSITION

The incoming executive director will collaborate with the board to set, realize, and promote the future direction for the organization, continuing to build on Sag Harbor Cinema’s reputation as a state-of-the-art cinema presenter and a vital community hub. The executive director’s charge includes working closely with staff, board members, and local partners to define SHC’s strategic direction including organizational growth and development, education, fundraising and external relations, and financial and operational sustainability. The ideal candidate is a compelling and visionary leader and relationship-builder with a proven ability to inspire motivated teams, forge effective partnerships, and drive sustainable growth.

## RESPONSIBILITIES

- **Strategic leadership:** Collaborate with staff, board members, and partners to shape the future of Sag Harbor Cinema. Compellingly communicate the vision so that all internal and external stakeholders understand the organization’s primary goals and know how their work and partnership contribute to making them a reality. Sustain the Cinema’s standing as a respected film presenter at the local and national levels.
- **Fundraising and external relations:** Oversee and advance a comprehensive and diverse fundraising strategy to support Sag Harbor Cinema’s mission. Serve as a dynamic spokesperson and advocate, with the ability to engage broad audiences with a range of film knowledge. Identify, strengthen, and sustain relationships with a variety of partners and stakeholders.

- **Team leadership:** Provide inspiring leadership that motivates the team, fosters collaboration and communication across departments, and develops strong leaders in key positions. Foster a shared understanding among staff of how individual roles advance the organization's mission.
- **Board relations:** Work closely with an engaged and active board. Partner with the current board to attract, engage, and retain new board members who can help the organization realize its mission and vision in a variety of ways, including meaningful professional skills, programmatic connections, and fundraising.
- **Financial and operational leadership:** Ensure that Sag Harbor Cinema's operations and finances are aligned with best practices, organizational sustainability, and desired impact.

## **QUALIFICATIONS**

### **Experience – Required**

- Significant executive leadership experience, with a track record of setting and realizing outcomes-oriented objectives in collaboration with an engaged board and dedicated staff
- Ability to represent an organization on a local, regional, and national scale; experience forging partnerships with individuals, organizations, and celebrities
- A passion for fundraising from diverse sources; ability to harness board members, program staff, development staff and others to build strong and sustainable donor relationships
- Experience setting and managing budgets and revenue streams

### **Experience – Preferred**

- Professional or volunteer experience with a cultural nonprofit
- Experience managing a business or place-based organization
- Demonstrated success in fundraising

### **Personal Attributes**

- Committed to Sag Harbor Cinema's mission, with the ability to garner support for the Cinema and its programs; need not be expert in film or come from a film organization
- Strong passion for engaging with and contributing to the vibrant Sag Harbor community
- Superior managerial and interpersonal skills, and experience leading staff in ways that emphasize collaboration and teamwork
- Ability to operate at a high strategic level while being grounded in the day-to-day work/needs of the team
- Strong written and verbal communication skills, including the ability to communicate about the Cinema's programs in a compelling way to a wide variety of audiences
- Emotional intelligence; natural ability to engage with diverse audiences, including staff, board, partners, funders, and community members

## **COMPENSATION**

- Anticipated salary is \$180K - \$200K, commensurate with qualifications and experience
- Comprehensive benefits package

***Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Sag Harbor Cinema encourages you to apply.***

***Sag Harbor Cinema 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. Sag Harbor Cinema will provide reasonable accommodations for qualified individuals with disabilities.***