

**Brooklyn Botanic Garden
Job Description**

POSITION TITLE: Chief Financial Officer (CFO)/Vice President of Finance

DEPARTMENT: Administrative

REPORTS TO: President & CEO

PRIMARY OBJECTIVE:

This position is the Garden's senior administrator responsible for financial and administrative operations. Develops and implements effective financial policies and controls; ensures adequate risk management and insurance coverage. Through direct reports oversees Accounting, Cash Management and Financial Reporting, Administrative Support Services, Human Resources, Information Technology, Legal, and Payroll functions.

The CFO is a member of BBG's senior management team and staff to the Board Committees for Finance, Audit, and Investments. The CFO also participates in the Executive Committee meetings of the Garden's Board of Trustees.

BUDGETARY SCOPE:

Primary accountabilities include planning, implementing, and monitoring a \$17 million operating budget and a \$50 million multi-year capital budget and managing a \$30 million investment portfolio.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

Financial Planning and Analysis

Devises and implements strategies and policies to improve financial performance and ensure effective alignment of Garden resources with mission. Creates long-range financial plans for fulfilling operating and capital budget needs. Works with department heads and other key stakeholders to gain better understanding of financial impact of Garden initiatives, build effective business models and support financial awareness, training and information needs of Garden managers and their staff.

Financial Budgeting, Reporting and Compliance

Establishes effective budgeting systems and reporting mechanisms for operating and capital needs. Provides accurate, timely and comprehensive financial reporting to continuously monitor the Garden's financial performance and budget management for various constituencies (e.g., internal management, Board, private donors and government agencies).

Capital Project Financial Management

Provides leadership and oversight to the Garden's capital construction program by serving as a member of the internal Capital Oversight Group. Serves as the senior institutional liaison to City and State agencies associated with the funding dimensions of the Garden's capital construction and renovation programs. Supports the Vice-President, Facilities Planning, Construction and Management in preparation of pass

through contracts, working with project vendors, managing project budgets, timeline and cash flow and ensuring timely collection of NYC reimbursement.

Corporate Governance and Internal Controls

Prepares and delivers information and professional development sessions to management and Board members on topics covering corporate governance and fiscal management. Researches, develops and implements policies and procedures to facilitate solid and effective corporate governance, transparent financial information and ethical behavior standards. Ensures business practices and policies are compliant with internal policies and all relevant law and government regulations and all relevant employment and labor laws.

Investment Management and Banking

Primary responsibility for relationship with external Investment Manager(s) to ensure that the Garden's investments are managed in accordance with policy and that Board reporting and information needs are met. Works directly with Board Investment Committee to develop and maintain an effective Investment Policy Statement and continuously monitor and review investment performance. Leverages new banking technologies and innovations to improve efficiency and minimize fraud and transaction errors where possible and continuously look for opportunities to evolve existing manual business processes to technology-based and automated systems.

Insurance and Risk Management

Manages relationships with insurance providers to cost effectively optimize risk management. Provide accurate and timely responses to address insurance claims and requests for information to minimize losses. Provides oversight or coordinates resources to effectively manage claims and associated investigations in a manner that protects the interest of BBG.

Legal Affairs and Contractual Obligations

Ensures that legal dimensions of Garden operations are identified and managed by effectively leveraging legal advisors and internal resources. Primary liaison to outside legal counsel.

Leadership and Staff Development

Provide overall leadership and supervision to a department of approximately 20 full- and part-time staff; directly supervise Controller, Director of Human Resources, Director of Information Technology, and Manager of Support Services. Motivate and prepare staff for additional responsibility by increasing their authority, mentoring and monitoring results.

SUPERVISION EXERCISED:

- Ensures that financial and regulatory reporting are completed in an accurate and timely manner and that staff are aware of these key deadlines and effectively managing their time and work priorities.
- Ensures that appropriate financial controls and reporting systems are in place and continuously monitored for effectiveness.
- Reviews and/or negotiates significant vendor contracts to ensure Garden's interests are adequately protected.
- Ensures that complaints and lawsuits are managed responsibly and timely manner that minimizes any negative impact to the Garden.

- Promote professional development and growth in staff reports by continuously encouraging them to take greater responsibility for their own performance and business decisions.

EDUCATION/EXPERIENCE REQUIRED:

- Minimum 10 years of strategic, senior-level financial operations experience, with knowledge of 501(c)3 nonprofit organizations required;
- A baccalaureate degree is required. CPA and/or MBA a plus.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Excellent leadership and management skills, with experience in strategic planning and institutional development
- Successful track record of supervising and collaborating with staff in a manner that is flexible and supportive, yet ensures accountability, and as a hands-on change agent.
- Demonstrated ability to work in partnership with a non-profit Board, a strong leader, a results-oriented senior management team, and a committed staff with high standards and expectations.
- Commitment to a service-oriented organization where team building and collaboration are paramount.
- Recognized expertise in financial controls, strategic business planning, information systems, and administration.
- Proven ability to manage a staff of financial, operations, HR, and systems professionals.
- Effective and persuasive communicator, written and oral, with the ability to translate complex financial concepts to individuals at all levels, including finance and non-finance staff.
- Analytical, organized and hands-on problem-solving skills that support and enable sound strategic decision making. Advanced knowledge and experience with Excel and financial accounting software.

RELATIONSHIPS:

Internal: Department staff, Executive Management Team and staff in all internal functions, Board of Trustees, Investment Committee, Audit Committee, Finance and Budget Committee, Executive Committee, , Capital Oversight Group. Supports President and Vice-President of Development in Capital fundraising efforts.

External: NYC agencies (DCA, DDC, DOB), Legal advisors, Investment Advisors, External Auditors, Government Auditors, Banking relationships, government and private funders, major vendors, BBG state and federal advocacy consultants, and other groups such as City, State and Federal regulatory agencies, etc.