



CHIEF FINANCIAL OFFICER

Administration Department

Direct Supervisor:	President and CEO		
Department:	Administration	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt	Exempt
Contact:	hr@lewisginter.org	Position Type: (FT / PT)	FT
Date posted:	July 1, 2021	Posting Expires:	Until position is filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin

**LEWIS
GINTER
BOTANICAL
GARDEN**

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in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

As a leader in the Administration Department, the Chief Financial Officer (CFO) works collaboratively with the Board of Directors, Leadership Team, staff and volunteers to ensure the fiscal responsibility of the Garden. The CFO is responsible for the organizational annual budget, strategic financial planning, efficient financial operations and collaborative budgeting across departments. The CFO will work closely with executive leadership for planning and implementation capital and expansion projects as well as special exhibits.

Responsibilities

- Annual organizational budget
 - Works collaboratively with garden leadership to develop, propose and submit annual budget to Board of Directors for approval.
 - Meets quarterly with all department leaders/managers to assess budget strategy and review variance analysis reports of monthly actual to budget results.
 - Leads access strategy of departmental leadership to real-time financial statements including forecasting against budget and monthly actuals.
 - Establishes and maintains strong relationships with senior leadership team to identify their needs and seek full range of potential revenue generating business solutions.
 - Provides leadership in the continuous evaluation of short and long-term strategic financial objectives and offers recommendations to enhance financial performance and business opportunities.
 - Works closely and collaborates with accounting team in cross examination of financial reports, compliance and annual audit.

- Reviews and negotiates contract services with relevant departments for cost savings, asset management, account analysis and reconciliation.
- Provides analysis and reporting statistic support of revenue centers: admissions, membership, rentals, food service and merchandise sales.
- Endowment and investments
 - Serves as the staff liaison to the Finance Committee of the Board of Directors.
 - Maintains consistent and close professional relationships with financial advisors to ensure strategic growth of organizational endowments.
 - Provides financial counsel and expertise regarding capital markets, investment and commercial banking relations.
- Financial Compliance
 - Evaluates and advises on the fiscal impact of long range planning, introduction of new programs/strategies and regulatory action.
 - Analyzes cash flow, cost controls, expenses and financial statements to pinpoint potential areas of improvement.
 - Works closely with investment advisors to provide executive management and board committees with advice on management of the investment portfolio and takes all Board approved actions regarding the portfolio.
 - Coordinate compliance with local, state, and federal regulations associated to financial reporting for internal and external purposes.
 - Oversees the Garden's risk management including general liability and related insurance coverage and risk mitigation.

- Creates and enhances internal control systems to support financial audits.
- Campaign, capital and grant projects
 - Works closely with Advancement in developing and maintaining grant budgets, cost review analysis and reporting.
 - Takes hands-on position in maintaining a comprehensive grants management system.
 - Collaborates with Advancement for audits or financial reviews required by government and foundation grants.
 - Works closely with Project Manager to provide financial oversight of garden expansion projects, budgets and capital improvements.
 - Maintains close partnership with Advancement Team to maximize success of all campaigns.

Additional Duties

- Maintain professional privacy and confidentiality.
- Works collaboratively with other public garden and museum financial professionals.
- Weekend, evening and holiday hours as needed.

Skills and Abilities

- Excellent written and verbal communication skills, including public speaking and ability to make financial presentation to staff, committees, boards and organizations.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong problem solving and creative thinking skills and the ability to exercise sound judgement and make decisions based on accurate and timely analyses.
- Well-organized and detail-oriented, able to work independently as well as in a team environment.
- High level of integrity and dependability with strong sense of urgency and results orientation.

- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage multiple projects.
- Technical proficiency with computers, databases, non-profit accounting software, Microsoft Office Suite and electronic spreadsheets.

Employees of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Prolonged periods of sitting at a desk and computer work.
- The position requires familiarity with all public areas of the 82-acre Garden property. *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Education and Experience

Preferred

- Master's degree in Business Administration

Required

- Bachelor's degree in Business, Economics, Finance or related field.
- Minimum of five years in finance and investment management with extensive knowledge of non-profits.