Position Title: VP Finance and Business Operations
Reports to: President and CEO

Organization Description
Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics between the latitude of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden’s mission is to connect people and plants through display, education, conservation, and science. The Garden’s hands-on interactive Smith Children’s Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and public programming offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Overview
To provide leadership and overall management direction to a wide range of activities related to finance, accounting and information technology along with discretionary activities that serve to support effective business operations. Directs financial and administration activities of the organization by performing the following duties personally or through staff.

Key Responsibilities

Organizational Leadership
- Participates as a member of the Executive Management Team to provide a united, visible, and strong leadership presence across the organization to help instill visionary thinking, focus and prioritize efforts, and operationalize the Garden’s master plan and strategic initiatives.
- Develops and evaluates short and long-term strategic financial objectives for the organization, ensuring always that they are aligned with overall strategy and mission. Provides analysis, examines options, investigates best practices, and in other ways helps the organization make informed decisions.
- Works with Treasurer, Finance Committee and Board of Directors to support their fiduciary duties, provide information for informed decisions, and build confidence and trust.
- Provides leadership, direction, and compliance for the organization’s operational functions.

Finance and Administration
- Safeguards the organization’s assets, including the community fiduciary and brand trust.
- Provides timely and accurate analyses and financial reporting in order to ensure the highest level of financial oversight by executives and board members.
- Leads and manages the budget and financial forecasting processes, as well as institutes and maintains systems of internal controls, including evaluation and implementation of financial policies, procedures and standards designed to preserve organizational assets.
- Maintains records in accordance with generally accepted auditing standards. Prepares schedules and other audit information as requested by independent auditors with the intention of transparency and audit fee cost containment.
• Suggests and undertakes analysis for the organization to make informed decisions about efficiency, effectiveness and return on investment in both mission and financial terms.
• Adeptly manages the financial complexity of both unrestricted and restricted (designated) revenue streams.
• Initiates capital expenditures and develops implementation strategies.
• Oversees risk management policies and procedures including appropriate insurance coverage.
• Oversees and manages the organization’s information systems including the selection, installation and maintenance of hardware, software, networking, data management and communication for efficient and effective operation. These functions are currently outsourced.

Staff and Volunteer Leadership
• Provides goal setting, visioning, leadership, and strategic direction for Finance/Administration employees. Ensures that team members are invested in team activities and decisions and that the team works together to achieve organizational goals.
• Staffs and maintains relations with Chairs and members of the Finance, Audit, and Investment Committees/functions.
• Works directly with financial institutions and other vendors involved in managing the organization’s assets.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Education/Experience
• Bachelor's degree required, preferably in Accounting; MBA or CPA preferred.
• 10+ years of financial management and operational experience in a complex non-profit and/or for-profit sector.
• Possess strong leadership, negotiation, communication, coaching, problem solving, project management, and analytical skills.
• Proficiency in a Microsoft Office environment – Word, Excel, Access, PowerPoint, Outlook and experience working with databases required; experience with Financial Edge accounting software.
• Extensive finance and cash flow management experience.
• Experience in successful strategic planning and execution.
• Proficiency in effective presentation of information and ideas to executive team and board of directors.
• Track record of building and coaching strong, productive teams.

Additional Competencies
• Mission Driven; passionate about the Garden and related constituencies.
• Recognized as a self-directed, collaborative, motivational, supportive, and visionary leader.
• Outstanding interpersonal, coaching, and listening skills, with the ability to communicate positively within all levels of the organization.
• Committed to exploring new ideas and innovative approaches.
• Demonstrated ability to remain objective, discrete, and exercise common sense at all times.
Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, race, color, religion, sex, sexual orientation, age, national origin or disability.

To Apply: Please provide a cover letter, resume, and contact information for three references by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org