1199 9th Ave. San Francisco, CA 94122

GARDENS OF GOLDEN GATE PARK

415-661-1316 | GGGP.org

Position Title: Chief Financial Officer
Reports to: Chief Executive Officer
Hours: Full-time; Exempt
Role Classification: Regular with Benefits
Compensation: $180,000-$200,000
Desired Start date: Early February to ensure a smooth transition with retiring CFO

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

ABOUT THE GARDENS OF GOLDEN GATE PARK

The Gardens of Golden Gate Park unite three historic gardens—the landmark Conservatory of Flowers (1879), the Japanese Tea Garden (1894), and the 55-acre San Francisco Botanical Garden (1940)—featuring more than 10,000 different kinds of plants from around the world, from rare orchids and cloud forest species to California native plants and serene Japanese landscapes.

Our pioneering public-private partnership between the San Francisco Recreation & Parks Department and San Francisco Botanical Garden Society combines the city's expertise in horticulture and facilities with the nonprofit's strengths in visitor experience, education, philanthropy, membership, marketing, curatorial services, interpretation, and community engagement. Together, we connect people to plants, the planet, and each other, cultivating an internationally renowned destination where conservation, natural beauty, and community flourish.

Learn about our Mission. Get oriented with our Strategic Plan.

The Opportunity

The Chief Financial Officer, as a leader in the organization, a member of the Executive Team, and reporting directly to the CEO, will have a pivotal role in supporting the next phase of growth for this $21M organization. Gardens of Golden Gate Park is in the early stages of a transformative $80M comprehensive campaign to transform the physical infrastructure of the three gardens and to shore up the sustainability of the organization. The CFO will guide the finance and accounting, operations, and HR departments to support the work of the Gardens in achieving its ambitious goals. With a strong team in place and department heads handling day-to-day program administration, the CFO will be accountable for the organization's long term financial health, safeguarding the organization's assets, ensuring operational excellence, and enabling a performance driven organization.

CONSERVATORY OF FLOWERS
JAPANESE TEA GARDEN 日本庭園
SAN FRANCISCO BOTANICAL GARDEN

The ideal candidate will have a strong understanding of not-for-profit accounting and have experience working in an organization with multiple revenue streams. As a public/private partnership, this position requires high ethical standards and commitment to public accountability, reporting, and transparency. The ideal candidate will have a commitment to principles of Justice, Equity, Diversity, and Inclusion.

The CFO supervises the Controller, the Senior Human Resources Manager, and the Office and Operations Manager. Their team also includes a staff accountant and HR specialist. The CFO is the liaison to the Board's Finance, Investment, and Audit committees. The position provides dynamic support and guidance to the budget managers, senior management, and the Board of Directors.

ESSENTIAL TASKS AND RESPONSIBILITIES

Organizational Leadership

- Serve as a strategic thought partner to the CEO and Executive team, to ensure that the financial, operational, and human resource strategies align with GGGP's mission, strategic priorities, and goals - including maximizing contributed and earned revenue and maximizing impact.
- Translate complex financial information into insightful analysis to support the Board, the Executive Team, and leadership to make effective decisions based on organizational risks and opportunities.
- In partnership with the CEO, Executive Team, and HR, implement effective workforce planning initiatives and a compensation and benefits program that support the long-term goals of the organization.
- Lead, mentor, and develop a finance, operations, and HR team to foster a culture of collaboration, customer service, integrity, and accountability.

Finance and Accounting

- Provide executive oversight of accounting, financial reporting including the preparation of the audited financial statements, regulatory and tax filings including preparation of the 990, ensuring accuracy, timeliness, integrity, and compliance.
- Ensure compliance with GAAP and other legal requirements; implement and maintain robust internal financial controls, general ledger protocols, and chart of accounts management.
- Lead multi-year financial planning, modeling, annual budgeting and quarterly forecasting to provide meaningful insight into financial performance, cash flow, and organizational risk and growth opportunities.
- Support and engage the board's audit, finance, and investment committees in line with committee charters and their roles as organizational fiduciaries. The CFO is the primary liaison to these three committees.
- Collaborate with the Chief Experience Officer and Managing Director of Live Experiences to support effective business planning and financial modeling for current and new earned revenue opportunities.
- Manage risk for the organization to protect company assets, including overseeing the insurance program.
- Manage cash flow and liquidity to ensure that the Gardens have adequate funds for day-to-day operations and long term strategic and capital projects.
- Oversee accounting for restricted and unrestricted fund gifts in collaboration with philanthropy department and ensure compliance with donor instructions.

- Oversee relationship with the Investment committee and outside investment managers to oversee the organization's investment and endowment portfolio to ensure compliance with Investment Policy Statement and spending policies.
- Understand, operationalize, and work within the contractual relationship with San Francisco Rec and Park Department as outlined in the Lease and Management Agreement.

Operations

- Oversee other operational initiatives, policies and programs, including emergency and safety planning, vendor management, etc. to support the organization in meeting its goals and serving the community.
- In partnership with our third-party IT provider, set priorities, manage resources, and design and implement policies to meet the ongoing and future technology needs of the organization.

Human Resources

- Provide executive level oversight for human resources operations and activities to ensure compliance with local, state, and federal labor law, support a performance driven workforce, and develop a culture of equity and inclusivity.
- Work collaboratively with Sr. Human Resources Manager to develop, implement, and enforce organization-wide policies.
- Act as plan administrator and fiduciary for the 403b plan and ensure compliance requirements of the plan are met.

QUALIFICATIONS

Education and/or Experience

- Significant progressive financial leadership experience, ideally within a nonprofit with multiple revenue streams and at least $20M in revenue; experience as a CFO.
- Experience supervising, mentoring, and developing a high-performing team.
- Significant knowledge of nonprofit accounting and financial management, including restricted funding, government grants and contracts, GAAP, FASB, and 501(c)(3) compliance.
- Demonstrated experience in developing and leading annual budget process, forecasting, and scenario analysis, as well as long-range financial planning and business modeling in a dynamic environment.
- Experience in strengthening financial systems, operational processes, managing internal controls, and reporting to improve efficiency, transparency, communication, and decision-making.
- Proficiency in modern general ledger software programs (NetSuite), experience with third party payroll services (Paylocity), AP software (Bill), and other financial software.
- Bachelor's degree in accounting, finance, business or related discipline or equivalent experience. Advanced degree, MBA, and/or CPA designation desirable.

Skills and Abilities

- Excellent communication and relationship-building skills that balance respect and collaboration with the ability to disagree and not be unafraid to put forward new or different ideas.
- Ability to translate complex financial information into clear, actionable insights for the board, executive team, and program leaders.
- Ability to develop and communicate a range of financial, operational, and HR policies and procedures to a diverse audience.

- A leadership style characterized by integrity, collaboration, sound judgment, curiosity, adaptability, and accountability.
- Ability to think and act strategically, and promptly respond to tactical questions, concerns, and problems either via email, phone, or in person with a sense of urgency, diplomacy, confidence, and customer service.
- Ability to "roll up your sleeves" as needed and on occasion to support the work of the team.

ADDITIONAL EXPECTATIONS

- The Gardens are open 365 days a year and the CFO must be able to work occasional nights, weekends and holidays as required.
- This position has a hybrid schedule with at least three days a week required to be on-site.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk and using a computer.
- Ability to navigate the three gardens.

APPLICATION DEADLINE: This position is open until filled.

TO APPLY: Complete application with attached cover letter at: https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park

EQUAL OPPORTUNITY & LEGAL NOTICES:

- We are an equal opportunity employer and do not discriminate based on any protected characteristic under federal, state, or local law.
- We provide reasonable accommodations for qualified applicants and employees, as required by law. If you need one at any point, please contact AskHR@gggp.org or any member of our team.
- We follow all applicable fair chance hiring laws. A background check is conducted only after a conditional offer.