

COASTAL MAINE BOTANICAL GARDENS **CHIEF FINANCIAL and OPERATING OFFICER**

ORGANIZATION

Opened to the public in 2007, Coastal Maine Botanical Gardens (CMBG) now holds the distinction of being the largest botanical garden in New England. We welcomed over 105,000 visitors in 2014 and are honored to be ranked the number one botanical garden in North America on TripAdvisor two years running. Our balanced annual budget exceeds \$3 million, total assets approximate \$21 million and the endowment stands at \$4 million. A \$24.5 million Capital Campaign was successfully concluded in 2012 to build out the initial Master Plan. During the past two years, major work has been accomplished to upgrade the Gardens' financial reporting and systems. A 20 year Master Plan that will triple the size of the organization was approved by the Board in 2014. Additional information is available at www.mainegardens.org.

POSITION

Reporting to the Executive Director and serving as the number two executive, the Chief Financial and Operating Officer (CFO/COO) is responsible for oversight of the enterprise's financial operations as well as managing several operating areas.

The CFO/COO is the primary financial voice of the organization, working internally with Department Heads and externally with the outside auditors and representing CMBG to a variety of vendors, brokers, bankers and investment managers. As the staff liaison to the Finance Committee of the Board, the CFO/COO works closely with the Board of Directors, providing financial reports and attending both Board and Executive Committee meetings.

The CFO/COO's primary responsibilities include accounting, budgeting, cash management, operational management, overall risk and endowment management, finance (capital allocation, cash flow projections and management, borrowing), and the recommendation and management of financial policies approved by the Finance Committee of the Board of Directors. Several 'profit center' managers are direct reports, including the heads of the Café, the very successful Gift Shop as well as Rentals, IT and Facilities. The position is responsible for oversight of Human Resources, which includes managing the Gardens' benefits programs and working with our consultants to ensure compliance with federal and state labor laws and appropriate recordkeeping.

QUALIFICATIONS/BACKGROUND

We seek a well rounded financial executive with 10-15 years' experience in a variety of financial roles including accounting, finance, and oversight of a full financial and administrative function. Experience with operational management and a talent for innovation and problem solving are also desired. A not-for-profit background is especially helpful but this should ideally be supplemented with having spent time in for-profit organizations, accounting and/or consulting firms. Being conversant with the various state and federal regulations applicable to effective accounting, human resource and overall financial and operational management is also important.

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A BA/BS degree from a quality institution is required and an MBA and/or a CPA designation is desirable; but a successful track record as a strong yet collegial financial, operations and administrative business leader is more important. Effective oversight and development of staff, combined with the ability to influence appropriate decision making throughout the organization, will be key determinants of success.

In summary, the CFO/COO is one of the organization's key leaders whose trusted counsel and judgment is sought by all internal and external constituencies. The position requires an entrepreneurial yet disciplined self-starter who is a well rounded business executive with exceptional leadership, presentation and communication skills and desires to work as a strategic partner with the Executive Director and managers throughout the organization, yet challenge the Board and management's thinking as we execute our Master Planning process, upgrade and add new gardens, and invest in infrastructure and amenities to meet future needs.

CMBG offers a very competitive salary and benefits package. Salary is commensurate with experience.

Please email questions and qualifications (as PDF's) to:

William Cullina
Executive Director
c/o

Laura Russell at lrussell@mainegardens.org with the subject line **CFO/COO search**

For telephone inquiries should be directed to Laura at
207-633-4333 x 305

Closing date for Applications is May 15th, 2015

CMBG is an Equal Opportunity Employer.