



NYBG



KORN FERRY



## CONFIDENTIAL POSITION SPECIFICATION

<b>Position</b>	Chief Financial Officer
<b>Company</b>	The New York Botanical Garden
<b>Location</b>	Bronx, NY
<b>Reporting Relationship</b>	Lauren Turchio, Chief Operating Officer
<b>Website</b>	<a href="https://www.nybg.org">https://www.nybg.org</a>

## COMPANY BACKGROUND

### Mission Statement

The New York Botanical Garden is an advocate for the plant world. The Garden pursues its mission through its role as a museum of living plant collections arranged in gardens and landscapes across its National Historic Landmark site; through its comprehensive education programs in horticulture and plant science; and through the wide-ranging research programs of the International Plant Science Center.

### Overview

Established in 1891, The New York Botanical Garden (NYBG) is distinguished by the beauty of its landscape, collections, and gardens, and the scope and excellence of its programs in horticulture, education, and science. NYBG was inspired by an 1888 visit that eminent botanists Nathaniel Lord Britton and his wife, Elizabeth, took to the Royal Botanic Gardens, Kew, near London. The Brittons believed New York should have a great botanical garden to advance public understanding of plants, be a repository of rare and valuable specimens, and lead original research in botanical science. Because of its picturesque terrain, freshwater Bronx River, rock-cut gorge, and 50 acres of old-growth forest, the Garden was sited on the northern half of Bronx Park.

Today, the 250-acre Garden—the largest in any city in the United States—is a National Historic Landmark. In addition to the natural attributes that attracted the Brittons, NYBG encompasses 50 specialty gardens and collections comprising more than one million plants, the Nolen Greenhouses for Living Collections, and the Enid A. Haupt Conservatory, the nation's preeminent Victorian-style glasshouse. Highlights include the award-winning Peggy Rockefeller Rose Garden, considered among the world's most sustainable rose gardens; the Native Plant Garden, celebrating the diversity of northeastern North American plants; and 30,000 distinguished trees, many more than 200 years old. More than one million visitors annually enjoy the grounds, view innovative exhibitions, and participate in educational programs that are larger and more diverse than those of any other garden in the world.

From its earliest days, NYBG has also been driven by a mission to conduct basic and applied research on the plants of the world with the goal of protecting and preserving them. Currently, 100 Ph.D.-level scientists are engaged in 250 international collaborations in 49 countries. NYBG is one of the top two freestanding botanical gardens in the world where plant and fungal research is conducted, thanks to the resources of the International Plant Science Center, the William and Lynda Steere Herbarium, and the LuEsther T. Mertz Library. The second largest in



the world, the Steere Herbarium houses 7.8 million plant specimens, representing all groups of plants and fungi from around the world, with strength in the flora of the Americas. The LuEsther T. Mertz Library is the largest botanical and horticultural library in the Western Hemisphere, with more than 11 million archival items spanning 10 centuries.

During the 131 years since its founding, NYBG has carefully stewarded a stunning urban oasis, created one of the world's most comprehensive plant research and conservation programs, amassed unrivaled research collections, and, as a living museum, taught millions of visitors of all ages to love and respect the plants of the world.

The New York Botanical Garden is committed to preserving and protecting the planet's biodiversity and natural resources and enhancing human well-being by educating, training, and empowering the next generation of Earth's caregivers—in partnership with both local and global communities.

## POSITION SUMMARY

The NYBG Chief Financial Officer (CFO) reports to and partners with NYBG Chief Operating Officer and is responsible for managing, maximizing, and safeguarding the financial assets of the organization. They will oversee all aspects of the NYBG finance function, which includes financial accounting and budgeting processes, financial operations, FP&A, treasury services, investments accounting and reporting, external reporting and purchasing. They will lead and develop NYBG finance team to provide best-in-class finance services.

The Chief Financial Officer is a member of the NYBG Management Committee and will partner closely with and advise the CEO, COO, and all other members of the NYBG leadership team. The CFO will present information and analysis to the NYBG Board of Directors and interact closely with the Finance and Audit Committees.

The CFO will drive the development and performance of NYBG's finance department, ensuring that it partners effectively throughout the organization, delivering excellent, proactive, customer-oriented information, analysis, and services. They will continuously evaluate and improve the finance function (people, process, and systems) and apply technology to maximize performance of the finance function to support the NYBG broader organization.

## KEY ROLE RESPONSIBILITIES

- Serve as finance leader and finance business partner for the New York Botanical Garden, working closely with the full NYBG leadership team and key external constituencies. Advise the NYBG Management Committee, and as appropriate, the NYBG Board, on finance-related issues and initiatives. Create and manage financial management practices aligned with the broader organizational strategy.
- Oversee the finance organization which includes accounting, reporting, budgeting, FP&A, accounts payable and receivable, payroll, grants management, investments, capital debt financing, and cash management.
- Lead, attract, manage, motivate, develop, and retain high performing talent / teams.
- Manage and develop the Garden's operating and capital budgets tracking NYBG's long-term plans. Work with other departments to track progression derived from the revenue goals of the long-term plans.



- Track and provide accurate and timely reports on the operating budget and the capital budgets for each capital project.
- Provide finance support to NYBG's strategic initiatives and organizational needs and continually assess the Garden's financial strategies to ensure they remain compliant with regulatory, operational, and legal changes.
- Oversee the annual audit and ongoing controls of the organization.
- Ensure that revenue streams are budgeted, monitored, and tracked by creating and regularly reconciling annual business plans with primary revenue generators, including the Advancement/Development department, the principal areas of earned income, endowment and income, and government support. Partner with NYBG's outsourced Chief Investment Officer to manage, report, and analyze the institution's investment portfolio.
- Manage the funding and grants process (both pre- and post-award) from a financial perspective, key to the Garden's advancement fundraising and scientific enterprise. Ensure compliance with all government regulations with respect to government grants and contracts. Manage the Grants Management staff, who fall within the Finance function.
- Identify, review, and report on areas of potential institutional risk and propose mitigations. Manage the insurance program.
- Identify, prepare, and report financial analyses, in both quantitative and narrative form, to encourage and facilitate both long-term and short-term financial planning.
- Review and execute contracts, with internal / external counsel input, as needed.
- Serve as inter-departmental team leader for financial driven special projects, and contribute to the solution of management, legal, or financial issues from an institutional perspective.
- Oversee management of financial systems, including the periodic update, enhancement, or replacement of such systems.
- Work closely with and regularly present to the NYBG Board, and specifically the Audit, Finance, and Investment Committees.
- Enable business unit and functional department-level decision making through financial reporting/dashboards.
- Manage communications and interaction with external auditors and oversee the production of financial statements and tax documents.

## SKILLS / EXPERIENCE

- Ideally, the NYBG CFO candidate is currently the CFO or strong #2 finance leader in a comparable mission-focused, cultural, research and/or educational enterprise. The candidate should have 15-20+ years of progressive technical, operational, and strategic finance management / leadership roles.
- Extensive experience with government contracts and grants and understanding of legal and regulatory aspects of not-for-profit businesses is a strong preference.
- Selectively, NYBG is open to considering CFO candidates in *for-profit* companies, who are committed to transitioning into a non-profit, mission-focused organization. Their ability to



effectively transition into a non-profit culture and non-profit financial model / systems will be carefully screened.

- Strong early career finance training and foundational experience in a best-in-class finance organization (including public accounting firms and/or respected corporate finance training programs).
- Demonstrates genuine interest in, passion for, and appreciation for all aspects of the Garden's unique mission.
- Well-balanced finance leader who demonstrates a good mix of operational / technical finance management and strategic financial leadership / partnership. Able to stay close to the details while also able to contribute at a broad, strategic level.
- Team player / business partner who demonstrates ability to work in a collegial, collaborative, and forward-thinking organization. Strong listening skills, empathy, patience and the ability to lead through influence and by example.
- Working knowledge of both GAAP and financial modelling with a commitment to updating and enhancing professional and technical capabilities to always remain "current" in all regulatory and financial reporting requirements.
- Effective project, time, process, and people management skills which enables her/him to manage multiple, changing priorities and initiatives, and to "get things done" in a timely manner.
- Demonstrates thorough analytical skills, sound judgement, and effective business decision-making.
- Exceptional communication skills (both written and verbal) that resonate well with both financially oriented and less financially oriented audiences and individuals. Experience presenting to Boards and other internal and external constituencies is important.
- Reputation for developing a best-in-class finance organization within a comparable or larger non-profit institution (or selectively, for-profit organization). Consistent track record of attracting, motivating, mentoring, developing, and retaining high performing accounting and finance talent at all levels, both on an individual and team basis.
- Technology / IT savvy. Keen familiarity with financial technology tools.
- Demonstrates energy, strong work ethic, versatility, and broad capacity.
- Must commit to being in the NYBG office in The Bronx regularly (5 days/week during onboarding, then 3-4 days/week).

## EDUCATION / CERTIFICATIONS

- Bachelor's degree is required, ideally in accounting or finance or related field. Advanced degree (e.g., MBA or MS / Accounting) is preferred but not required.
- Must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.



## NEW YORK BOTANICAL GARDEN LEADERSHIP

### **Lauren Turchio**

*Chief Operating Officer*

Lauren Turchio has two decades of marketing and communications, business development and operational experience across the hospitality, food and beverage, and cultural and attraction sectors. She has been with The New York Botanical Garden since 2009 in roles of increasing scope and responsibilities across a number of functional areas. Lauren became NYBG's Chief Operating Officer in 2021, leading the planning, organization and coordination of the Garden's business, financial, administrative, and operational areas. Lauren holds an MBA from Pace University and a BA from Fordham University

### **Jennifer Bernstein**

*Chief Executive Officer and President*

Jennifer became the NYBG's Chief Executive Officer and The William C. Steere Sr. President on September 1, 2021. Jennifer is deeply committed to protecting the planet's biodiversity. She brings two decades of exceptional experience working with cultural, educational, and environmental organizations, including the Natural Resources Defense Council and Pace University.

Jennifer is ushering in a new era at this beloved institution here in the Bronx, drive growth across all areas, and lead the Garden into an exciting and impactful future as it continues its mission in horticulture, plant science, and education.

**Barry Bregman**

Senior Client Partner

M. +1 (908) 380 1601

E. Barry.Bregman@KornFerry.com

**Natalie Brendsel**

Associate

M. +1 (703) 626 0451

E. Natalie.Brendsel@Kornferry.com

**Sophia Carr**

Research Associate

M. +1 (484) 425 1607

E. Sophia.Carr@KornFerry.com

**Susan Yates**

Project Coordinator

M. +1 (206) 795 4368

E. Susan.Yates@KornFerry.com

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