



**Job Title:** Finance & Operations Manager  
**Status:** Exempt, Full Time  
**Reports To:** Executive Director  
**Date updated:** 11/22/21

Marin Art and Garden Center is a special gathering place that celebrates learning, growth, and the beauty of nature; a place that welcomes us all to be inspired, educated and entertained—or to *just be*. Our vision is to create a sense of pride and connection among all the people of Marin—and beyond—in this thriving, inclusive gathering place of inspiration, growth and celebration.

The Finance & Operations Manager is a key member of the leadership team and will provide direction and oversight for the financial, physical and operational management of the organization and serve as a strategic advisor to the Executive Director on the growth and development of the Center.

Join us and contribute to the growth and development of our treasured resource.

## **RESPONSIBILITIES**

### **Financial Management**

- Strategic Planning to support organizational growth
- Develop and manage an operating budget of \$1.6M and the annual capital budget
- Capital Campaign – management and deployment of funds for the master site plan
- Financial reporting and projections including risk and opportunity assessments
- Accounting and investment management
- Compliance with financial standards and annual audit & tax returns
- Financial Management of the School Programs - enrollment & licensing compliance

### **Operations Management**

- Facilities Management including projects and maintenance for the Campus
- Capital Campaign – coordination of operational adaptations during construction (planned 2023)
- Administrative processes, procedures & compliance (risk management)
- Vendor/third-party management, including contract and lease negotiations and compliance
- Insurance policies and compliance with required permits & licenses
- Information Management and HR oversight including recruiting, employee benefits & 403B

## **QUALIFICATIONS**

### **Job-Related Knowledge**

- Expert knowledge of not-for-profit finance and accounting principles (GAAP).
- Expert knowledge of financial analysis and reporting.
- Knowledge of compliance (insurance, permits & licenses) and internal controls.
- Knowledge of Information management and office systems.

**Job-Related Skills & Abilities**

- Strong leadership skills; the ability to inspire, motivate and manage employees.
- Excellent interpersonal skills and the ability to effectively interface with employees, the Board of Directors, donors, clients and volunteers.
- Excellent analytical skills and the ability to translate analytical findings into actionable solutions.
- Excellent written and verbal communication skills.
- Ability to meet deadlines and successfully juggle multiple priorities.
- Ability to work in situations with changing priorities and multiple simultaneous assignments.

**Experience**

- 5+ years of experience in financial management
- 2+ years of experience in a senior financial role in charge of finance and accounting
- 2+ years in office administration
- 2+ years of experience with non-profit organizations

**Education**

- Bachelor's Degree in Finance, Accounting, Business or a related field
- MBA Preferred

To apply for this position, please send your resume and cover letter to [info@maringarden.org](mailto:info@maringarden.org). Please no phone calls or walk-ins.

Marin Art and Garden Center is an equal opportunity employer, committed to recruiting, hiring and promoting qualified people of all backgrounds regardless of race, color, religion, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information, or any other basis protected by applicable law.