

Manager of Finance and Operations



About the Waterfront Botanical Gardens

The Waterfront Botanical Gardens (WBG) is a nonprofit organization working to create a botanical garden at Frankfort Avenue and River Road in Louisville, Kentucky. The organization has grown significantly in recent years, having raised an estimated \$5.8 million from public and private sources for the project.

As our staff grows, it is important to our organization that the WBG becomes a great place to build a career. We work to foster a culture of respect and recognition for our employees and volunteers, and we offer compensation that enables our employees to live secure, stable lives.

Role Overview

The Manager of Operations plays a vital role in the areas of general operations, office management and bookkeeping, fundraising support, and programming/event support. Working together with the Executive Director and the Program and Development Coordinator, this role will provide operations and financial oversight for the botanical gardens to flourish and grow.

Strong candidates for this role will be self-motivated and detail-oriented. They will have excellent computer, organization, project management and planning skills. They will have both the ability to manage projects on their own, as well as the interpersonal skills required to be an effective member of a team.

This role is a full-time position that requires some work during the evenings or weekends for special events. The role includes paid time off for vacation, sick days and holidays, health insurance and an simple IRA match plan.

Responsibilities

The responsibilities of the Manager of Operations include the following items.

- **General Office Management**
Manages office operations and procedures, designing filing systems and long term record-keeping (including equipment inventory, HR records, company policies and procedures, etc.) insuring that all documents are kept up to date, and available to the staff and Board.
- **Internal Financial Process Oversight**
Oversees internal bookkeeping processes and insures that both expenses and revenues are properly documented and recorded in reference to stated procedures. Provides oversight to database/bank account reconciliation.

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- **General Event Management**
Manages event budgets, including management of contracts, payments, budget monitoring, communicating with event vendors. Insures proper procurement of contracts, insurance policies and permits for events; provides appropriate record keeping and reporting.
- **Board and Committee Support**
Maintains Board contact information and serves as primary contact for general Board communication. Works with Board Secretary to prepare materials for monthly Board meetings. Communicates with committee chairs to insure support as needed.
- **Systems and Data Oversight**
Insures that the organization's technology systems are fully functional and supportive of the daily operations of the office. Investigates new options in systems support and equipment as the needs arise.
- **Other Reporting**
Provides support for committees, the Board, the grant writer and others for data reporting needed for grants, funders, donors or other entities.
- Other duties as assigned.

Preparation and Knowledge:

- Bachelor's degree in a related field
- Minimum of 3 years of hands-on office management - preferably experience with non-profit organizations
- Accounting or bookkeeping experience preferred
- Proficiency in Microsoft Word, Excel, Quickbooks and PowerPoint Database management experience. Experience with eTapestry or Raiser's Edge database management helpful but not required
- Experience with email marketing programs, such as Mail Chimp or Constant Contact
- Experience with web management software, such as Word Press, preferred
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to manage and prioritize projects for the organization
- Excellent interpersonal skills

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How to Apply

Individuals who meet the requirements above and believe they would be excellent candidates should submit a cover letter, resume, and up to three references to info@waterfrontgardens.org

Job Type: Full-time