

**Position Opening: Chief Financial Officer**

**Position Summary**

Riverside Park Conservancy seeks a highly experienced nonprofit financial executive with a passion for urban parks and the environment for the newly created role of Chief Financial Officer. The CFO will be responsible for managing the financial operations of a nimble, fast-growing organization, with an eye toward balancing significant annual growth with long-term financial health and sustainability. The CFO will work closely with the Conservancy's executive leadership and Board of Trustees to develop and implement financial strategies that support the organization's mission and ambitious goals.

This is a full-time position based in New York City (with hybrid in-office schedule) and will report to the President & CEO.

**Background**

Riverside Park Conservancy works in partnership with NYC Parks to restore, maintain and improve Riverside Park – across six miles, and five parks – running along the Hudson River in Manhattan from 59<sup>th</sup> Street to 181<sup>st</sup> Street. Over thirty-five years, the Conservancy has transformed Riverside Park from a state of neglect to a welcoming oasis.

The Conservancy has seen exponential growth over the past decade. In 2009, the organization had only three full time staff in the Park, and today, it has an \$11 million operating budget and over 60 paid staff positions. It has expanded to serve not only Riverside Park, but also Riverside Park South, West Harlem Piers Park, Sakura Park, and Fort Washington Park up to the George Washington Bridge.

The Conservancy leverages public and private funding to deliver high-profile capital improvements to the Park, including restoring the Field House at 102nd Street, replacing staircases and pathways, and renovating playgrounds. It runs a state-of-the-art Zone Gardener program, which now includes over 20 horticulturalists who are reshaping entire sections of the Park. The Conservancy produces over 275 free public events every year, and stewards nearly 40,000 hours of annual volunteer time from both individuals and groups. Its summer sports camp now serves more than 1,600 children from diverse communities along the length of the Park and beyond.

Under the leadership of a new President, the Conservancy is increasing its focus on sustainable practices, adapting operations to our changed climate, and addressing environmental racism through community-based action. More information can be found at <https://riversideparknyc.org/>.

**Key Responsibilities:**

**Financial Management**

- Oversee all financial functions including accounting (currently performed by an external accounting firm), budgeting, forecasting, investment strategy and long-term planning.
- Lead overall finance transformation efforts to drive efficient and effective finance operations.
- Prepare and present financial reports to the President and Board of Trustees, providing analysis and recommendations in plain language for consumption by a lay audience.
- Manage relationships with financial vendors, including accountants, auditors, financial institutions and other service providers.

- Collaborate with the President, Board and accounting team to develop and implement financial policies and procedures that align with the organization's values and strategic goals.
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Proactively anticipate and manage financial risks and opportunities.
- Represent the Conservancy at internal and external events and meetings, providing financial guidance and support as needed.

#### Budgeting and Forecasting

- Oversee the annual budgeting process, working closely with the accounting team, Director of Development, and Department heads to develop realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the President, Department heads and Board of Trustees.
- Develop and maintain financial forecasting models that support both short-term and long-term financial planning and decision-making.

#### Strategic Planning and Leadership

- Work closely with the President, Vice President of Operations and other senior staff to develop and implement financially sound strategic plans that support the Conservancy's mission and goals.
- Lead the Board Finance and Audit Committees, collaborating with committee members to provide strategic financial guidance and support.
- Provide leadership and mentorship to staff, fostering a culture of continuous improvement and professional development.

#### Human Resources & Administration

- Provide general supervision for the Conservancy's human resources and people operations staff.
- Recommend systems and technology to improve overall administrative and organizational efficiency.

#### Qualifications:

- Bachelor's degree in accounting, finance, or related field; MBA or CPA strongly preferred.
- At least 10 years of progressive financial leadership experience for a complex entity, with at least 5 years at a nonprofit organization.
- Advanced understanding of nonprofit accounting.
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance.
- Strong leadership skills with experience building high-performing teams.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders.
- Strong technical competence and understanding of accounting, payment processing and expense tracking software and systems; experience with Intacct accounting software a plus.
- Passion for the mission and work of the Conservancy.

- Experience with and strong understanding of public/private partnerships preferred.

**Salary Range: \$140,000 - \$160,000**

**Benefits:** We offer a competitive compensation package, which includes medical, dental, vision, and disability insurance, 401(k), commuter benefits, flexible spending, and generous paid leave.

**To apply:** Please submit your resume along with a cover letter, detailing your interest in and fit for the position to [jobs@riversideparknyc.org](mailto:jobs@riversideparknyc.org). Include "Chief Financial Officer" in the subject line.

*Riverside Park Conservancy is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by federal, state or local laws.*