

**National Tropical Botanical Garden  
Chief Financial Officer  
Kalaheo, HI**

**JOB POSTING**

We are now accepting applications for a Chief Financial Officer (CFO). This position is based at the National Tropical Botanical Gardens (NTBG) headquarters located in Kalaheo, HI on the beautiful island of Kauai.

The Chief Financial Officer (CFO) will be responsible for managing the financial operations of the organization, ensuring the organization's financial health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The CFO will work closely with the Chief Executive Officer (CEO) and Board of Directors to develop and implement financial strategies that support the organization's mission and goals.

Key areas of responsibility:

- Financial Management
- Budgeting and Forecasting
- Strategic Planning and Leadership
- Board Relations and Reporting
- Risk Management
- Tax Filing and Compliance

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; MBA or CPA strongly preferred
- At least 10 years of progressively responsible experience in financial management, with at least 5 years in a nonprofit organization
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance
- Strong leadership and management skills, with experience building and leading high-performing teams with passionate interest in mentoring others and working as a team
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders
- Passion for the mission and work of the organization

Additional Information:

- The CFO reports to the CEO and directly supervises the Controller, Senior Accountant, Director of Information Technology, Human Resources Manager and the Administration Office Coordinator.
- Work Location: In person at NTBG Headquarters.
- Will require occasional travel.

Pay Range: \$145,000- \$155,000/ yr. DOE

Benefits:

- 403(b) with match
- Dental insurance
- Health insurance
- Paid time off
- Relocation assistance
- Supplemental Benefit Plans
- Vision insurance

Projected start date: May 11, 2026

Deadline to apply for this position: Open until filled

Please submit a résumé and cover letter to: [careers@ntbg.org](mailto:careers@ntbg.org)

Additional information available on our website: [ntbg.org](http://ntbg.org)

*The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.*

An Equal Opportunity Employer