

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Position Title: Business Manager (Finance & Operations)
Schedule: Full-time, 40 hours/week, exempt
Location: 1431 Waverley Street, Palo Alto, CA 94301
Compensation: \$80,000-\$90,000
Reports to: Executive Director

About Gamble Garden

Elizabeth F. Gamble Garden is a 501(c)(3) non-profit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to its garden, a robust volunteer program and calendar of activities, and rental opportunities for the community. The organization celebrates its 40th anniversary in 2025, and we have a significant capital improvement project on the horizon.

Position Summary

The Business Manager plays a pivotal role in managing the financial integrity and operational efficiency of Gamble Garden. This position collaborates closely with the Executive Director, Administrative and Garden staff to ensure financial stability, compliance and the smooth running of daily operations with a budget of \$2 million and \$5 million endowment.

Key Responsibilities

Financial Management:

- Manage budgets, financial reporting, and audits in QuickBooks Online.
- Process and classify income and expenses across various funding sources.
- Ensure compliance with tax filings, payroll, and regulatory reporting.
- Maintain inventories of hardware, assets, and leasehold improvements.

Operations Management:

- Oversee daily administrative operations, including IT systems, facilities, rentals, and supply procurement.
- Supervise office staff, including the **Events Manager, Office & Volunteer Coordinator, and Marketing Coordinator**.
- Optimize systems and processes for long-term sustainability.
- Research, vet, and implement software tools to enhance efficiency.

Strategic and Leadership Support:

- Collaborate with the Executive Director and Board to align operations with strategic goals.
- Track operational performance metrics and recommend improvements.
- Support cross-departmental collaboration and clear communication.
- Lead or support initiatives, including events, program rollouts, and process improvements.

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Financial and Operational Policy Development:

- Ensure adherence to financial and operational policies.
- Assess and strengthen internal controls, risk management processes, and administrative procedures.

Team Leadership and Culture Building:

- Foster a positive and collaborative workplace culture among staff and volunteers.
- Encourage accountability, trust, and empowerment within teams.

Qualifications and Skills

Essential Knowledge and Experience:

- Experience with bookkeeping, financial reporting (GAAP), and budget management.
- Proficiency in **QuickBooks Online**, donor databases (e.g., **Blackbaud eTapestry**), and Microsoft Excel.
- Experience managing teams and improving systems/processes.
- Strong organizational, analytical, and leadership skills.
- Excellent written and verbal communication.
- Ability to handle confidential information with discretion.

Preferred Qualifications:

- Bachelor's Degree in Business Administration, Nonprofit Management, Finance, or a related field.
- Experience in financial management, office operations, or business administration, ideally in a nonprofit setting.

Physical Requirements:

- Work is primarily indoors with occasional outdoor exposure.
- Ability to lift or push up to 10 lbs. frequently and up to 25 lbs. occasionally.
- Frequent sitting, walking, standing, and repetitive hand motions; occasional bending and reaching.

Gamble Garden is an Equal Opportunity Employer. We are committed to fostering an inclusive, diverse, and equitable workplace.

How to Apply:

Please send your **resume and a cover letter** to jobs@gamblegarden.org with "**Business Manager Application**" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.