



POSITION: Director, Financial Planning and Program Services

REPORTS TO: Chief Administrative Officer (CAO)

Supervises: Data, Reporting & Compliance Administrator

AGENCY SUMMARY:

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

OPPORTUNITY:

Together with the Chief Administration Officer, this newly created position will build CCR's capacity and take financial planning & analysis to the next level. The Director will develop and implement effective processes and collaborate with CCR's program and external affairs leaders to build a deeper understanding of CCR's business and financial performance. The Director will guide the planning and budgeting processes, and lead reporting efforts that guide future focused business decisions.

Financial Planning and Reporting

- Design, develop, implement, and improve processes related to budgeting, forecasting, financial reporting and analysis for Child Care Resources increasingly complex funding and resource development sources.
- Lead and coordinate the budget/forecast process in partnership with CCR leaders to deliver results aligned with strategic objectives.
- Analyze program financial results providing insight and analysis to support CCR in making decisions that align with the current year business plan and longer-range strategic priorities.
- Working together with the Controller, create monthly reporting package to share with TED /Team Executives & Directors and CCR's board members.
- Conduct analysis of key business drivers, trends, and performance indicators to provide value-added inputs to help decision making in executing strategy.

- Together with the CEO/Chief External Affairs Officer, manage financial modeling and evaluation for prospective fundraising activities.
- Ad hoc analysis and reporting as necessary, including supporting the leadership team and board.

Program Services and Support

- Be a key business partner to CCR's program leaders and department leadership.
- Work with program team budget owners to analyze and understand results and help them achieve CCR's program and financial goals. Translate technical information in a non-technical format for multiple levels of leadership.
- Participate actively evaluation and decision making for future focused CCR program work; help assess resources necessary to accomplish goals and viability of CCR's system and processes to meet established objectives.
- Works collaboratively with the Internal PD Coordinator to provide training and support to CCRs leadership on fiscal management.

Quality and Systems Improvements

- Partner closely with the Controller and accounting team members to proactively improve processes and accuracy across all areas of Finance, including financial and federal compliance.
- Implement processes, systems and tools that improve and streamline the financial reporting and forecasting processes.
- Evaluate and recommend changes to processes, systems and tools that will help streamline work and ensure that CCR's financial systems are efficient, effective, and scalable.

Team Management and Leadership

- Manage a small team of professionals, creating a positive and "customer focused" work environment.
- Deploy team members efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Set priorities decisively, delegate responsibilities, assure accountability and allocate resources to ensure results.
- Serve as member of the TED team.

Knowledge, Skills & Experience:

- Demonstrated expertise in a FP&A capacity, with experience scaling the function through growth and change.
- A commitment to and proven experience in diversity, cultural relevancy, cultural humility, inclusion and undoing institutional racism required.
- Ability to translate financial information, data and reporting and create learning environments for program leaders.

- Proven track record of breaking down and solving complex problems with impeccable business judgment. Ability to distill complex issues into structured frameworks and concrete action plans.
- Experience managing multiple stakeholders and leading cross functional initiatives.
- Master's degree in Finance, or equivalent education/experience. CPA a plus.
- 7+ years of progressive experience in FP&A or similar roles.
- Extraordinary Excel, PowerPoint, and financial modeling skills. Tableau experience a plus.
- Highly analytical and data driven – likes diving into large data sets and developing insights.
- Ability to clearly present financial information, complex analyses, and strategic recommendations at an executive level.
- Experience with large scale systems implementations preferred.

Competencies:

- Mission-driven: Demonstrates commitment to the mission and values of the organization.
- Anti-racist mindset: Demonstrates the values of anti-racist; fosters an inclusive environment that facilitates diversity.
- Communication: Uses skillful written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening.
- Adaptability: Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission.
- Ownership and quality of work: Manages own work, and work of teams when relevant, ensuring delivery of successful outcomes.
- Decision-making: Structures and facilitates decision-making processes; makes decisions responsibly to improve organizational health and impact.
- Develops and motivates others: Actively supports the development and motivation of others to maximize individual, team, and agency impact.
- Continuous improvement minded: Identifies strategies to improve organization's impact; sets course and drives implementation.

COMPENSATION:

FLSA Status: Exempt

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$81,107 - \$95,420/yr., depending on qualifications and experience.

BENEFITS:

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays and week-long office closure at year-end, three floating holidays, 16 hours of Volunteer time Off (VTO), flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, Employee Assistance Program (EAP), and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

HOW TO APPLY:

Submit your application materials to hr@childcare.org. You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit www.childcare.org