



Budget and Analysis Manager

*Child First National Program Office
Trumbull, CT*

Reports to:

Chief Operating Officer

Job Classification:

Full-time, Exempt

The **Budget and Analysis Manager** will support the annual budget and planning process, maintain and create financial reports and forecasts, and provide analytical assistance to program staff, management, and the COO including profitability analyses for new/existing initiatives. S/he will be an integral part of the Finance and Administration department, and serve as backup to the Finance Manager.

About Child First

Child First, Inc. functions as the National Program Office (NPO) for the model's network of 23 affiliate sites in Connecticut, Florida, and North Carolina that are authorized to implement the Child First model, serving almost 1500 children annually. Established in 2012, the NPO oversees the replication of the Child First model, including selection of Child First affiliate sites, training, data analysis, and monitoring of fidelity to the model. The organization currently has 18 employees.

The Child First model is an evidence-based, two-generation intervention that works with very vulnerable young children (prenatal through age 5 years) and their families, providing intensive, home-based services to decrease the incidence of serious mental health problems, developmental and learning disabilities, and abuse and neglect. Child First provides (1) a psychotherapeutic, dyadic intervention to strengthen the parent-child relationship, and (2) care coordination to connect the family to needed services and supports. Child First has been recognized as an evidence-based home visiting model by the U.S. Department of Health and Human Services (HHS) under the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program and rated "Effective" by the National Registry for Effective Programs and Practice (NREPP) of the Substance Abuse and Mental Health Service Administration (SAMHSA).

Responsibilities

- Work with senior leadership team to translate programmatic plans into revenue and expense projections as part of the budget process.
- Develop and produce actual vs. budget reports that fairly represent the financial condition of Child First and that facilitate decision-making throughout the organization.
- Lead the analysis of the budget and periodic reforecasts as it develops and coordinate and consolidate all changes during the process.
- Assist COO and CEO in financial analyses and business modeling as the organization looks to scale nationally.
- Prepare financial statement analyses for presentation to Finance committee and Board.
- Provide financial reporting materials for government, corporate, and foundation grants.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Oversee the organization's liquidity position; develop and implement a cash forecast.
- Oversee the organization's investment portfolio, evaluating performance and ensuring compliance with policy.
- Act as backup to Finance Manager when s/he is out of the office.

Qualifications

- Bachelor's degree required, MBA or related degree highly valued.
- 5-7 years of experience as a financial/budget analyst; preferably in a non-profit organization.
- Experience generating management reports and financial statements.
- Proficiency with Microsoft Office programs with advanced Excel experience; and an openness to adapting to new technology.
- Knowledge of generally accepted accounting principles and accounting systems is preferred.
- Excellent attention to detail with strong organizational and analytical skills.
- Ability to handle multiple tasks at a given time, with the ability to prioritize and adapt to changing priorities.

To Apply

To submit an application, email a cover letter and curriculum vitae to: HR@childfirst.org. Please include "Budget and Analysis Manager" in the email's subject heading.

Child First, Inc. is an equal opportunity employer.

