

ALL OUR KIN



Position Title: Chief Financial Officer

Reports to: Chief Executive Officer

Position Status: Full-Time

Location: At any one of All Our Kin's four offices in the NYC-CT region (*Offices are located in New York City; Stamford, CT; Bridgeport, CT; and New Haven, CT*)

Target Start Date June 30, 2019

About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support home-based family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a national model, and has been [proven through studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 500 family child care providers in five Connecticut cities and New York City; these parents and educators in turn serve over 3,000 children in our community. Our ambitious strategic growth plan calls for us to add one new site per year, launch a new train-the-trainer service line and grow our organization from approximately 60 to 80 staff members over the next 2 years. Through our directly managed sites and sites managed by organizations participating in the train-the-trainer model, we expect to reach 20,000 children by 2021.

What You Will Do

All Our Kin is seeking a highly passionate, strategic and skilled leader to join the organization as the Chief Financial Officer (CFO). The CFO will play a critical role in supporting All Our Kin by 1) leading financial planning, 2) overseeing financial management; 3) supporting HR, Talent & Equity function; 4) and developing systems for effective administration across the organization, including IT and facilities. In particular, you will:

Financial Strategy & Planning (40%)

- Participate on the executive leadership team of All Our Kin, which leads on key strategic priorities
- Support All Our Kin's strategic plan by understanding growth opportunities and forecasting future financial needs
- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the CEO, COO, Finance Team and Board Treasurer and/or Finance Committee

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- Work with site directors, program leaders and Finance Team to build the annual budget and monitor significant departures from projections
- Assist development team with the preparation of budgets for funding application
- Recommend & implement money management strategies (lines of credit, banking arrangements) and maximize income whenever possible and appropriate
- Present All Our Kin's financial position to the board, funders and other stakeholders, as necessary
- Provide mentoring and developmental opportunities for the Finance Team members to build their Financial Strategy & Planning skills
- When applicable, provide guidance on financial implications for All Our Kin programs, including the zero-interest loan program

Financial Management & Oversight (30%)

- Provide management and mentoring to the Finance Director and two Finance Associates in completing the day-to-day financial tasks, including payroll, accounts payable and accounts receivable
- Review monthly reports with the Finance Team and the CEO
- Ensure the annual audit is completed in a timely manner
- Develop and implement policies and procedures with the Finance Team to ensure All Our Kin is compliant with regulations and best practices for financial management
- Ensure that all statutory requirements of the organization are met, including those for charitable organizations
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors and other risk management strategies

Talent, Equity & HR (25%)

- Provide management and mentoring to the Talent & Equity Director and support the Talent & Equity Director in developing the Talent, Equity & HR team
- With support of the Talent, Equity & HR team develop systems to support talent development throughout the organization, develop a centralized recruitment function, lead staff engagement and development strategies and promote equity throughout the organization
- Oversee annual compensation planning and benefits program design, managing costs and ensuring All Our Kin provides a competitive pay and benefits package
- As needed, provide advice and direction on staff relations issues
- Engage All Our Kin's senior leadership team and board of directors as champions of the organizational wide strategy to continue to grow into a more equitable organization

Effective Administration (5%)

- Oversee effective operations and facilities management at each All Our Kin location with support of site-based office associates
- Provide leadership and direction of the IT function with advice and support of the Central Team Office Associate and IT support vendor
- Maintain all required insurance coverage and legal registrations



Who You Are

- Hold deep beliefs in and commitments to
 - Making high-quality early care and education available to all children
 - Empowering family child care providers as business people and drivers of economic development
 - Combating systemic racism and injustice
 - Serving historically disenfranchised communities
 - All Our Kin's mission, core values and model
- Experienced and able to
 - Build long-term relationships with diverse stakeholders
 - Communicate well in writing and speaking
 - Set priorities and manage multiple, multifaceted projects simultaneously in a fast-paced, deadline-driven environment
 - Inhabit an entrepreneurial approach, flexibility, and drive
 - Solve tricky problems and make decisions well
 - Ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting
 - Complete and present financial analysis using Excel, Powerpoint, or other relevant tools
 - Operate various computer systems, including Quickbooks and ADP
 - Offer, receive, and respond to regular feedback
 - Balance accountability with emotional intelligence when interacting with staff at all levels
 - Demonstrate sensitivity with staff representing all areas of diversity, including race, ethnicity, gender, ability, age, sexual orientation and religious beliefs/faith practices
 - Demonstrate discretion with confidential information
- Eager to build on
 - Minimum of 10 years working directly in accounting or finance, with at least five years in a senior financial leadership position, leading a team
 - Track record of building, motivating, and developing finance or accounting teams; experience leading HR or IT team nice to have
 - A Master's or Bachelor's degree in Business Administration, Accounting, Finance, Management or other relevant field; CPA preferred
 - Considerable experience with strategic planning, systems development, and implementation
 - Considerable experience engaging in and championing equity and social justice work

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What You Can Expect

All Our Kin is an innovative, high-impact organization that empowers a growing number of family child care providers, children, and families to succeed. As we scale All Our Kin's reach, we strive to maintain the collaborative, values-centered environment that is our hallmark and to continually invest in the backbone of our organization: our talented, mission-driven team. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work.

Some of the benefits we offer to our staff members include, but are not limited to:

- **Competitive salary** commensurate with experience
- **Medical, Dental and Vision Insurance**
- **Vacation time**- Three weeks paid annual vacation as well as federal holidays and a December holiday (typically December 24 – January 1)
- **Retirement Plan**- All Our Kin offers a 403(b) plan

How to Apply

Please send resume and cover letter to <https://allourkin.recruitee.com/o/chief-financial-officer>.