

**All Our Kin**

**Chief Finance & Operations Officer**

Flexible Location (NYC or CT)

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Flexible location at any one of All Our Kin's four offices in the NYC-CT region (New York City or Stamford, Bridgeport, or New Haven CT)

### 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 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.

We serve over 850 family child care educators with networks representing five Connecticut cities and New York City, in addition to the surrounding communities. 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. We have built this model with an intentional commitment to examining racial, gender-based, and socioeconomic inequities and to working against systems of oppression to support equitable opportunities, outcomes, and mobility for all of our caregivers, children, and families.

All Our Kin is recognized as a [national model](#) and has been [proven through quasi-experimental studies](#) to raise the quality, availability, and sustainability of family child care. In addition to growing our networks, we also act as the leading advocate for family child care and provide technical assistance to a broad range of communities nationally.

To learn more about our work, please visit [www.allourkin.org](http://www.allourkin.org).

*All Our Kin recognizes that diversity and opportunity are fundamental to children's lives and to our work, and we seek to build a team that reflects the diversity we celebrate in our nation and community. We welcome and encourage all qualified applicants who share our vision, as we want to engage all those who can contribute to our work and this mission. We encourage individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law.*

### The Chief Finance & Operations Officer Opportunity

We are seeking a strategic and skilled leader to join us as our Chief Finance & Operations Officer (CFOO). The incoming CFOO will play a critical role in All Our Kin's continued growth by providing leadership across a variety of functions. They will primarily focus on financial planning and management and HR, talent, and equity, and they will manage and collaborate with senior directors in these functions. Bringing a high level of skill in financial leadership, they will guide our financial planning in alignment with our organizational strategic plan and ensure strong financial management practices, in coordination with our Senior Finance Director and finance

team. They will partner with our Senior Director of Talent Development & Equity and team to support the strategic direction of HR, Talent & Equity. They will also develop and support effective systems for administrative operations across our IT, facilities, and legal functions and oversee tools and norms for effective collaboration and communication across the organization. The CFOO will report to our Co-Founder/CEO and serve on the executive leadership team. They will manage a cross-functional team, collaborate with and ensure service to colleagues throughout other departments, and work in close partnership with the Board.

### Key Responsibilities:

#### *Financial Strategy, Planning, and Management*

- Participate on our executive leadership team, which leads on key strategic priorities, and support the success of our strategic plan by establishing a vision for the organization's financial strategy, understanding growth opportunities, and forecasting future financial needs
- Establish guidelines for budget and forecast preparation; with the Senior Director of Finance, prepare the annual budget in consultation with C-level leadership, the finance team, Board Treasurer, and Finance Committee; and work with site directors, program leaders, and the development team to build the annual budget and monitor significant departures from projections
- With the Senior Director of Finance, present All Our Kin's financial position to the board, funders, and other stakeholders as necessary
- Advise on pricing and contract design for All Our Kin's fee-for-service programs and evaluate the financial sustainability of programs
- Support program teams in navigating relationships with complex partners/funders, including Early Head Start and state & local governments
- Prepare budgets and financial reports for funders, in support of and collaboration with the development team
- Provide mentoring and development for the finance team members
- As applicable, provide guidance on financial implications for All Our Kin programs, including the zero-interest loan program
- Oversee All Our Kin's audit process to ensure completion in a timely manner
- Ensure team follows financial management policies, procedures, and controls so that All Our Kin is compliant with regulations, GAAP, and best practices

#### *HR, Talent, and Equity*

- Engage All Our Kin's senior leadership team and board of directors as champions of the organization-wide strategy to continue growing into a more equitable organization
- Provide strategic leadership and vision for All Our Kin's HR, talent, and equity team, ensuring that their work is aligned with the broader organizational strategy and that best practices related to people development and management are embedded throughout the organization

- Work with the HR, talent, and equity team on annual compensation planning and benefits program design, managing costs and ensuring All Our Kin provides a competitive pay and benefits package

#### *IT, Facilities, and Legal*

- Oversee effective operations and facilities management at each All Our Kin location, with the support of site-based office associates
- Provide leadership related to All Our Kin's contracts and intellectual property; serve as liaison to All Our Kin's legal counsel
- Manage the relationship with All Our Kin's IT support vendor; provide leadership and direction for the IT function, with the support of the Central Team Office Associate
- Advise leadership on appropriate insurance coverage for the organization and Board of Directors, as well as other risk management strategies as appropriate
- Ensure that all statutory requirements of the organization are met; maintain all required insurance coverage and legal registration

#### *Cross-site Collaboration, Communication, and Fidelity*

- Support effective all-staff and team meetings by evaluating current practices and developing responsive and appropriate strategies for creating agendas and facilitating meetings
- Partner with the Leadership Team to ensure effective decision-making frameworks
- Work with the Leadership Team to clarify decision rights held by All Our Kin sites; establish and maintain expectations for what must be consistent across all sites for fidelity to the All Our Kin model, values, and norms
- Examine communication tools and technologies that will allow for effective collaboration across the organization (e.g. document sharing, online chat, productivity and project management technology, video conferencing software); on an ongoing basis, recommend changes to existing tools or introduce new ones where appropriate, including oversight for implementation
- Lead budget development and financial reporting for Early Head Start (EHS), a federally funded program, working closely with the EHS team

## Candidate Profile

As the Chief Finance & Operations Officer, you will possess many, if not all, of the following professional and personal qualities, skills, and characteristics:

- You are deeply committed to All Our Kin's [core values](#) and our model for making high-quality early care and education available to all children, and you are eager to be a part of an organization that is combatting systemic racism and injustice.
- You come to this role with 10+ years of experience in finance and accounting, with at least 5 years of experience in a management role, and you have broad experience in financial

strategy, budgeting, supervision of finance and accounting staff, audits, systems development and implementation, and compliance. Prior success in nonprofit financial management is highly valued for this role.

- You are energized and motivated by the opportunity to provide leadership for functional areas beyond finance and accounting, including a significant focus on HR, talent, and equity work. Prior experience in supervising or working closely with HR is highly beneficial, and background in supervising IT, facilities, and/or legal would be an additional benefit.
- You are comfortable working at a strategic level to devise a vision and plan for an organization's finance and administrative functions and supporting the tactical execution of day-to-day finance and administrative management.
- You offer experience building, motivating, and developing staff and you are an effective leader within a cross-functional team setting. As a manager, you are skilled in developing and growing your team members and managing to high levels of performance. As an organizational leader, you are a positive role model and effective coach for other managers.
- You demonstrate strong communication skills and are able to build effective and trusting relationships across an organization, providing support and guidance on finance and administrative needs to staff in other functional areas.
- You hold a bachelor's degree or equivalent professional experience. A master's degree in business administration, finance, accounting, or another relevant field is considered an additional benefit.

## Compensation and Benefits

The salary for this role is set between \$130,000 and \$140,000, commensurate with experience. Additional aspects of our compensation and benefits package include medical, dental, and vision insurance; three weeks' paid annual vacation, as well as federal holidays and a December holiday break; and a 403(b) plan. 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.

## Location

This position will be permanently based in one of All Our Kin's four offices (New York City; Stamford, Bridgeport, or New Haven, CT), though the organization is currently operating remotely.

## Contact

All Our Kin has engaged Koya Partners to help in this hire. Please submit a compelling cover letter and resume addressed to Jessica Sager via <https://talent-profile.koyapartners.com/search/4242>.

## About Koya Partners

Koya Partners, a part of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit [www.koyapartners.com](http://www.koyapartners.com).