

Vice President Financial Planning and Analysis – Team Finance

Start Date: Immediately
Team: Team Finance
Location: New Haven, CT, Brooklyn, NY, or Providence, RI (remote during COVID)

Who are we? Achievement First (AF) exists to address the legacy of racism in education in America. We know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. At the core of our approach is the shared journey by our students and staff to fulfill our incredible potential.

Just the facts. Achievement First has consistently been rated one of the top charter school networks in the country, AND we are still learning and growing. AF is a non-profit 501(c)3 organization that currently supports 37 public charter schools in New York, Connecticut, and Rhode Island. The mission of AF is to deliver on the promise of equal educational opportunity for all children. We currently employ more than 2,000 staff -- 47% of whom identify as Black, Latinx, or Multi-racial -- who collectively educate nearly 15,000 students in Brooklyn, NY; Providence, RI; and New Haven, Bridgeport, and Hartford CT. More than 85% of our students qualify for free or reduced priced lunch. Our students are proving what is possible by achieving breakthrough results in terms of academic achievement and long-term college persistence. Achievement First is also an engaged and prominent partner in the broader education-reform movement, partnering with schools and networks across the country and openly sharing all of our resources with all educators free of charge. We currently serve more than 100,000 additional students through our Charter Network Accelerator and Navigator partnership organizations.

Why work at Achievement First? First and foremost: you should work at AF if you believe in our values and want to surround yourself with people who share them. We are committed to leading for racial equity. We approach our work with humility, humanity, and the recognition that both what we do and how we do it must model the equity we seek. We strive for excellence by setting a high bar in all areas and pursuing it relentlessly. We care about the whole person. We choose joy and actively seek out moments of humor, gratitude, and deeper purpose. We know that we will go further together and intentionally join forces on both big and small things. We name brutal facts and see our mistakes as opportunities to get better. Finally, come to Achievement First if you want to help schools redefine what's possible in education. We are working to create some of the best schools in the country – schools that support not just student's academic success but also their social emotional learning, identity development, independence as learners, passions, and life-long fulfillment. AND, at AF, we believe getting better starts with looking in the mirror. We have done a lot of that lately, as we have more aggressively confronted our own biases and unacceptable gaps in our student and staff experience. We are committed to addressing inequity within our systems, culture, and talent with resolve to walk the long road ahead to the true equity and opportunity our kids and families deserve. So, come to Achievement First if reflection, challenge, and growth feed your soul.

About the Role. Reporting directly to the CFO, the primary function of the Vice President of Financial Planning and Analysis is to lead teams of financial professionals and assume responsibility for the financial strategy and planning, budgeting, forecasting and public grants management functions of our organization.

The finance team is structured in four groups: 1. Accounting, 2. Financial Operations, 3. Budgeting and Forecasting, and 4. Grants Management. The Vice President will manage the budgeting and forecasting and public grants management teams and work closely with other senior team leaders at AF and school-based Directors of Operations.

The Vice President will work closely with the CFO and the senior finance leadership team at AF and be involved in presentations to internal and external stakeholders such as the boards of directors and their finance and lenders. This role is critical to the sustainable growth of AF as we continue to open more schools and serve more children in our six-city footprint. The VP, Financial Planning and Analysis will ensure the high-quality execution of the following areas of responsibility:

Management

- Supervise the personnel and functions of the budgeting and forecasting team and the public grants revenue team (team of 5) including the annual goal-setting and performance management processes and systems.
- Partner with CFO to develop quarterly financial materials and support Board meetings for seven entities
- Serve as a key member of the Achievement First Leadership Team (cohort of leaders that report to cabinet executives)
- Establish collaboration agenda with Controller and accounting team to ensure alignment and integration between annual budget/grants plans and financial operations
- Work collaboratively with Team Talent Operations, Facilities, Special Services and Information Technology to ensure appropriate integration of resources within budgets

Financial Planning and Analysis Leadership

- Lead the FP&A function and development of fiscal year and multi-year operating budgets for 40 schools (and growing) and Network Support Office
- Set annual financial objectives and key metrics in conjunction with the CFO
- Align annual budget planning to organization wide strategic plan to ensure budget planning meets the goals of the financial plan.
- Develop quarterly Board of Directors financial materials and the annual budget packages for seven related and separate legal entities that comprise the Achievement First enterprise

Budget Leadership

- Responsible for overall strategy and execution of annual budgeting and forecasting work including clear communication in partnership with CFO and key school based and network wide leadership.
- Manage monthly financial forecasting to include KPIs and other metric reporting practices, performing deep-dive analyses that compare budget to actuals for all schools and network support teams
- Owner and administrator of cloud-based budgeting tool (currently Adaptive Planning)
- Provide leadership on setting key budgetary assumptions for each region, working with other AF teams as needed, in areas including but not limited to per-pupil funding, federal grants allocations, salary increases, and healthcare costs.

Public Grants Revenue Management

- Supervise the financial management of competitive and non-competitive federal, state, and local grants for Achievement First, School totaling over \$9 million in annual revenue
- Oversee process for which all public grants applications are submitted for all three regions and all available funding is maximized
- Serve as the financial representative for the organization and facilitate conversations with other teams to ensure appropriate programmatic requirements are on track for reporting
- Work with Controller and accounting team to ensure accurate reporting of grants claims are executed cross-functionally; ensure that grant funds and expenses are recorded accurately for timely reporting to authorizers and funders.

- Ensure that annual grant budgets meet all federal regulations and budgeted expenses are allowable and meet EDGAR procurement requirements

Desired Experience and Educational Background

- Demonstrated ability to lead a team of financial and grants professionals
- Experience managing and setting \$200M+ in operating budgets
- Excellent Financial modeling and planning skills
- Excellent critical-thinking skills
- Strong, team player with customer service and solutions orientation
- Self-starter who uses strong communication skills to work through challenges independently
- Ability to build trusting relationships with various stakeholders
- Four-year college degree – preferably in finance (Certified Public Accountant and/or relevant master’s degree would be a plus)
- 10 years of relevant financial experience
- Experience managing complex financial operating systems (i.e., Workday/Adaptive)
- Strong understanding of GAAP and those standards and principles unique to not-for-profit organizations
- Knowledge of federal grant requirements and policy
- Exceptional Excel, financial modeling, and data management skills

To Learn More About AF and Apply:

Please visit our careers site at <https://www.achievementfirst.org/careers/network-support-careers/> to learn more about Achievement First. Interested candidates should send their resume to taliashaul@achievementfirst.org with the following email subject line, ***VP of Financial Planning and Analysis search***. In your outreach, please note your preferred geography.