



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

1325 Massachusetts Ave NW
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Full-time or Part-time Position Available:

Budget & Finance Analyst at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a highly-organized Budget & Finance Analyst. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for laws, policies and funding to address domestic violence; and provides training, technical assistance, education, and support to 1) state domestic violence coalitions, 2) local domestic violence, sexual violence and stalking programs, 3) transitional housing programs, and 4) the general public.

While working most closely with the Executive Team, the Budget & Finance Analyst will also coordinate, collaborate, and assist with the Finance and Administration Team.

Primary Responsibilities:

- Create the proposed annual agency budget in collaboration with project and executive management;
- Generate regular reports as needed to monitor and track budget income and expenditures;
- Receive, review, edit, synthesize budget and report information, and coordinate layers of review among all parties;
- Review every expenditure of the organization within Bill.com (or similar platform) to ensure coding to the most appropriate and allowed funding source
- Conduct impact analysis to inform internal planning regarding any NNEDV proposed program expansion, to ensure alignment with financial projects;
- Assist and inform senior executives, project managers, and teams of financial matters affecting the organization;
- Utilize technology to optimize all reporting and analytical functions;
- Work with staff and consultants to provide fiscal leadership with respect to all budget-related accounting functions;
- Gather additional data, as needed, from internal databases to complement financial information;
- Maintain financial trackers on key metrics. Analyze trends and prepare reports, forecasts, and updates on status;
- Run existing and develop new report templates to ensure optimal use of available funding and/or to meet funding restrictions (i.e. project expenses vs. budgets, etc.)
- Analyze results and highlight potential underspending/overspending risks or any other issues for review by senior management;
- Maintain and share calendars, master lists of projects, and assignments to guide the preparation of annual budgets and reports. Ensure progress is accurately tracked and key stakeholders are kept informed;

Required Skills, Education, and Qualifications:

- Commitment to the organization's mission.
- Excellent ability to build and manage an agency budget while forecasting spending on individual grant programs
- Comprehensive knowledge of federal grant requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; OMB Circulars, and other applicable regulations or restrictions
- Demonstrated Tetris-like logic: the ability to think through problems systematically while integrating information from multiple sources to form a comprehensive plan and strategy up from many parts.
- Demonstrated strength in financial management.
- Excellent verbal communication skills.
- Excellent computer skills, including formulas and tables within Microsoft Excel
- Bachelor's degree or equivalent work experience with a nonprofit agency in a relevant area required.

Desired Skills/Qualifications:

- Prior use of Intacct and fundraising software preferred
- Prior use of Bill.com and Tallie or similar accounts payable and staff expense platforms
- Excellent writing, editing skills and proofreading skills, including a strong grasp of grammar, punctuation.

Location: This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. No travel required.

To Apply: Please combine into 1 PDF and email your (a) cover letter, (b) resume, and (c) salary expectations. Please also paste your cover letter into the body of the email. Please send the combined PDF to Cindy Southworth at: BudgetJob@nnedv.org (*No mail or faxes please.*) **Applications received by end of day Friday, October 12 will be given priority, though the position will remain open until filled.**

Anticipated Salary Range, based on qualifications and experience:

The candidate will start in one of the below levels, based on qualifications & experience:

Manager level: \$72,000 - \$87,000 annually

Deputy Director level: \$80,000 - \$95,000 annually

Director level: \$90,000 - \$115,000 annually

NNEDV is open to hiring a part time employee at 50% time or above if the ideal candidate prefers part-time hours.

Benefits:

NNEDV pays the entire cost for each employee's Health (HMO plan option), Dental, Life, and Short-Term and Long-Term Disability Insurances. NNEDV contributes 3% to each employee's 401k retirement plan (no match required). NNEDV also provides 17 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year. NNEDV also offers vision insurance at a nominal cost.

NNEDV is an equal opportunity employer and we encourage your application to join our highly accomplished team!