POSITION ANNOUNCEMENT

POSITION: Budget Manager, Alignment Team
OPEN: Immediately

LOCATION: Washington, DC
CLOSE: Until filled

CONTACT: Darcy Eischens, Deputy Vice President Policy and Development
SALARY: Commensurate with experience

BACKGROUND
UnidosUS, previously known as NCLR (National Council of La Raza), is the nation’s largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY
The Budget Manager will direct and coordinate budgeting activities across components and the organization. In addition, this position will work to ensure that all teams are implementing and complying with the organization’s budget policies and procedures. They will prepare annual budgets, monitor monthly expenses reports, and analyze budget trends and recommend adjustments when necessary. They will ensure that funder/project/component milestones and goals are met and adhering to approved budgets.

RESPONSIBILITIES
• Manages multiple component budgets across the organization in conjunction with Alignment Team, including Policy and Advocacy, Programs, Communications and Marketing, and Affiliate Engagement.
• Leads budget discussions with program/project managers.
• Works with managers to create annual budgets and allocations.
Monitors, tracks, and prepares monthly revenue/expense reports for managers.
Analyzes budgets at monthly intervals to ensure revenue and expenditures are aligned.
Examines budgets and financial reports for financial accuracy and compliance with funder regulations.
Researches financial management issues and identifies a solution.
Ensures that budgets are executed in accordance with organizational policies and procedures.
Provides managers and leadership with monthly, quarterly, and mid-year budget forecasts.
Other budget support functions as assigned by management.

QUALIFICATIONS
Bachelor’s degree required; master’s degree preferred in finance, accounting, business, public administration, or another business-related field.
Five years of experience as a budget manager, preferably in a nonprofit setting.
Exceptional/advanced budgeting skills.
Excellent written, verbal, and interpersonal communication skills.
Superior analytical skills.
Acute attention to details.
Commitment to excellence and high standards.
Ability to work independently and as a member of various teams and committees.
Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations.
Bilingual (Spanish English) skills a plus.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include “Budget Manager” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:
UnidosUS
Raul Yzaguirre Building
Attn: Darcy Eischens
1126 16th Street NW, Suite 600
Washington, DC  20036
hrmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.