

<b>Job Title:</b>	Program Budget & Operations Manager
<b>Program:</b>	NC Child Treatment Program (NC CTP)
<b>Supervisor:</b>	NC CTP Director
<b>Position Type   Location:</b>	Full time/Hybrid {2 days in Durham office}

### **JOB DESCRIPTION**

Established in 1996, the Center for Child and Family Health (CCFH) is a community-based nonprofit organization. CCFH's mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance.

#### **NC CTP Program Description:**

The North Carolina Child Treatment Program (NC CTP) is a collaborative initiative within CCFH. NC CTP has been in operation since 2006, serving as a statewide platform for the implementation and support of child trauma mental health EBTs. In 2013, the North Carolina General Assembly awarded NC CTP an annually recurring appropriation, administered by the NC Division of Child and Family Well-Being (NC DCFW), to support an array of child trauma mental health EBTs across North Carolina. In 2024, the NC DCFW awarded additional funding for EBT dissemination across the state.

#### **Work Performed**

- Develop the annual NC CTP budget in alignment with program priorities; manage and reconcile program budgets (approx. \$2–4M), including forecasting, amendments, realignments, profit/loss reconciliation, and monthly expenditure monitoring.
- Provide financial analysis for strategic decision-making and support multi-year financial planning, fiscal sustainability, and funding diversification as part of NC CTP senior management.
- Oversee project-level allocations, ensure accurate cost distribution, process routine financial transactions (purchasing, reimbursements, allocations, payroll/FTE adjustments), and manage NC CTP credit card spending.
- Ensure timely, accurate, and compliant fiscal reporting, maintain required documentation for audits and grant requirements, and serve as primary liaison with the CCFH CFO and Finance Office.
- Amend vendor contracts and support the full vendor lifecycle, including onboarding and payment processing.
- Manage procurement documentation and ensure efficient use of program funds for training and operational needs.
- Support development and refinement of cost-modeling tools; collaborate with agency partners on fiscal sustainability of Evidence-Based Treatments for children and families.
- Provide administrative and operational support, including training tuition tracking, onboarding-related IT requests, and ensuring Learning Collaborative financial, administrative and operational tasks are scheduled, implemented and funded.
- Participate in meetings with the funder (DCFW) and internal workgroups related to financial strategy, operations, and compliance.

The above statement describes the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

#### **Education/Training:**

- MBA degree recommended or equivalent graduate degree in finance, accounting, public administration, nonprofit management, health administration, or a related field
- Strong organizational, analytical, and communication skills.

**Experience:** Demonstrated experience with budget management, strategic program planning, financial reporting, or administrative finance in an academic or nonprofit and NC state-funded environment preferred.

**Skills:**

- Ability to work collaboratively with Finance, HR, and administrative stakeholders.
- Ability to think strategically and work as part of a team.
- Expert knowledge of Excel.
- Excellent written and verbal communication skills,
- Microsoft Office suite (Word, PowerPoint, Teams) & Zoom Experience

**Physical Requirements:**

- Extended sitting (up to 8 hours per day)
- Ability to work in different locations
- Ability to move or lift at least 50 pounds

**Salary:** \$75,000-80,000 range depending on education and experience. This position is contingent upon continued funding.

For full time staff, CCFH offers very competitive benefits which includes an employer contribution to retirement (5%); a significant coverage of the premium for the employee on health benefit(s) (85%) and a generous vacation/sick/holiday schedule.

**Please submit cover letter, resume, and reference document (3 professional references) in one PDF file to:** Ebony Sneed at [ebony.sneed@duke.edu](mailto:ebony.sneed@duke.edu) **Subject Line: NC CTP Program Budget & Fiscal Operations Manager**

*Applications will be reviewed on a rolling basis, and applicants are encouraged to apply as early as possible.*