



OPERATIONS MANAGER JOB ANNOUNCEMENT

TITLE	Operations Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Chief Financial Officer
LOCATION	Santa Ana, California

Job Summary The primary role of the Operations Manager is to ensure organizational effectiveness by providing leadership for the organization’s operations and contract management functions. The Operations Manager focuses on improving operational systems, processes, and policies in support of organization’s mission – specifically, support better management reporting, information flow and management, business process, and organizational planning. The Operations Manager works to manage and increase the effectiveness and efficiency across the organization through process and system improvements, as well as coordination and communication between support and business functions. The Operations Manager plays a significant role in long-term planning, including an initiative geared toward operational excellence. The Operations Manager serves as point of contact for vendors, contracts, and project leads that need to interface with company systems. The Operations Manager improves operational efficiencies and responds to requests from potential and current clients about fiscal sponsorship services.

Education/Experience Requirements Minimum requirements include:

- Five (5) years of experience working in operations management;
- Exceptional attention to detail and accuracy required;
- Collegial, collaborative work style;
- Extensive experience with Microsoft Word, Excel, and PowerPoint preferred;
- Bachelor’s degree required; advanced degree in relevant field preferred

Compensation Commensurate with experience, education, and market (\$70,000 – \$80,000 per year)

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave



Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.