



## Operations Manager

**40 hours/week**

**Salary: \$65,000 annually**

### **Position Summary:**

The Central Valley Partnership's Operations Manager is dedicated to achieving social, racial, environmental and economic justice in the San Joaquin Valley.

We are hiring a new, dynamic position responsible for key aspects of the organization's operational, administrative, and programmatic duties as we shift into building capacity to catalyze progressive movement building in the region.

The Operations Manager is responsible for engaging with partnered organizations and organizing meetings to grow and sustain the organization's partnerships. This position oversees administrative duties such as nonprofit compliance, insurance, and finances and supports the organization's program implementation.

This manager reports to and is under the direction of the Board of Directors.

### **Responsibilities:**

- **Leadership**
  - Work collaboratively with the Board of Directors and staff to ensure CVP carries out its mission, vision, and values.
  - Participates and assists in the strategic planning process.
  - Cultivate and sustain regional movement building through relationships with ally organizations and individuals, funders, donors, and vendors.
  - Represent CVP and its mission externally and in the office space.
- **Operational and Administrative Oversight**
  - Communicate with the Board of Directors to make decisions for operational activities and set strategic goals.
  - Oversee general office and organization operations.
  - Evaluate the efficiency of procedures according to organizational objectives and apply improvements.
  - Oversee grant contracts including budgeting, reporting, and compliance.

- Maintain information storage systems and records for legal compliance and organization protection.
- Order program and office supplies as needed.
- Oversee the organization's database.
- **Finance and Bookkeeping**
  - Develop annual budget for Board approval.
  - Oversee bookkeeping.
  - Coordinate bank deposits and report financial results to the Board of Directors.
  - Support an external CPA with annual tax preparation.
- **Human Resources**
  - Ensure the organization complies with human resources laws.
  - Oversee staff benefits including health and retirement benefits and personnel policies.
  - Assist in the hiring process, onboarding, and exiting staff.
- **Programs**
  - Organize meetings and trainings.
  - Develop program agendas and help secure speakers.
  - Lead promotional efforts to increase engagement.

**Qualifications:**

The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Specific requirements include:
  - BA and/or 5+ years of experience working in a social justice organization.
  - Proven experience in nonprofit administration and oversight.
  - Excellent organizational and leadership abilities.
  - Outstanding communication and people skills.
  - Preferred familiarity with MS Office, Quickbooks, and various business software (e.g. CRM)
  - Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

The Central Valley Partnership is an equal-opportunity employer.