OPERATIONS MANAGER
JOB ANNOUNCEMENT

TITLE Operations Manager – Thrive Together OC
FLSA STATUS Exempt
PAY CLASS Full-Time
REPORTS TO Project Director
LOCATION Hybrid – in office as needed

Who is Charitable Ventures and who is Thrive Together OC?
Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

In partnership with families, clients, and other community stakeholders, the Thrive Together OC will establish a state-of-the-art, inclusive, county-wide center that offers screening, outreach, consultation and training, and assessment towards the prevention of, and care for, concerns related to early psychosis spectrum disorders for youth and young adults of Orange County (OC).

Do you have a passion for impacting your community by improving the overall wellbeing of students by teaching them the importance of leading a mindful, balanced life?
If so, your passions align with the Charitable Ventures/TTOC mission!

What are we looking for in our next team member?
Answer the questions below to see if you may be our new team member!

Are you ready to:

• Ensure TTOC is a well-oiled machine?
• Develop and implement effective process improvement strategies?
• Work with an innovative leadership team to generate change in your community?
• Positively impact the lives of the people you support?
• Support the critical work of the social sector?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

charitableventuresoc.org
Job Summary
The Operations Manager - Thrive Together OC will provide operations management and program/contract administration to one of Charitable Ventures’ fiscally sponsored projects, Thrive Together OC.

What the Operations Manager does
• Manages core operational workflows working closely with Project Director and Administrative Support positions to ensure organizational process efficiency and compliance.
• Works closely with Project Director and staff to ensure smooth daily operations, staff schedules, and excellent client services.
• Execute process improvements to drive organizational performance.
• Develops, trains, and administers organizational policies and procedures.
• Ensures adherence to organizational security and privacy policies.
• Supports communication, development and special projects and must work with a high degree of confidentiality and be adept at managing priorities while working collaboratively.
• Negotiates and oversees contracts with vendors and contractors (in coordination with CV).

What are the desired qualifications?
Education:
• Bachelor’s degree in Social Science, Public Policy, Nonprofit Management, Business or related is preferred

Experience:
• Minimum of three years’ experience in operations management and/or project management
• Experience working in mental health preferred

Compensation
Commensurate with experience, education, and market the range for this position is $70,000-$75,000 per year.

Benefits
• Health insurance (medical, dental, vision); paid time off; company-wide holidays
• 401(k) voluntary employee contribution
• But the most rewarding benefit is your ability to contribute to building stronger communities!

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through your unique skills and experiences!
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 your cover letter and resume to hr@charitableventuresorc.org

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.