

# Operations Manager

## About The World Affairs Council of Orange County

We are part of the World Affairs Councils of America, a nonprofit and nonpartisan national organization based in Washington, DC. Its mission, which remains its primary goal, is to educate and inform its members and community citizens on important and critical issues concerning world affairs. We strive to make council dinners and events enjoyable opportunities to meet and socialize with others who see the impact foreign affairs have had not only nationally, but also in Orange County.

We are seeking a dynamic and detail-oriented Operations Manager who is passionate about international affairs and driven by finance to oversee our organization's daily operations and administrative functions. The ideal candidate will play a crucial role in ensuring efficient and effective operations to support our mission-driven work. The Operations Manager works under the guidance of the President & CEO to develop and implement organizational strategies, policies and practices. This position will also interact with the Executive Board and be the lead for implementing Council operations.

## About this Job

Location: Hybrid; work in-person 3 or 4 days of the week in Irvine Business District and 1-2 days of the week remote.

Start Date: ASAP, July 2024

Hours: 40 hours per week, non-exempt employee

Compensation: \$20-\$22 per hour, plus medical benefits

Unique Benefits: As an Operations Manager at the World Affairs Council of Orange County, you will have the exposure to hear our high-level guest speakers in international affairs. Our organization hosts distinguished guests who share their expertise and insights, offering an unparalleled learning experience. This opportunity is invaluable and unique to our organization, providing you with networking opportunities and perspectives.

## Primary Duties and Responsibilities

### Leadership:

- Contribute to short and long-term organizational planning and strategy.
- Strategic Input - Liaison with Board and President. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.
- Under the guidance of the President, this position will assist in recruitment and placement of required staff, establishment of organizational structure, delegation of tasks and accountabilities, establish work schedules, supervise interns and volunteers, and evaluate

performance in partnership with the President.

#### **Organizations Operations Effectiveness:**

- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives to contribute to long-term operational excellence.
- Under guidance of the President, improve processes and policies in support of organizational goals.
- Implement policies and procedures to maximize output, and monitor adherence to rules, regulations and procedures.
- Improve the operational systems, processes and policies in support of organizations mission – specifically, support better management reporting, information flow and management, business process and organizational planning.
- Work with the President to develop an operational plan to help attain the goals and implement the objectives of the Council.

#### **Program Management:**

- Ensure implementation and evaluation of the Council's programs and services.
- Ensure that the programs and services offered by the Council contribute to the organization's mission and reflect the priorities of the Board.
- Ensure implementation and execution and evaluation of special projects.

#### **Financial Management:**

- Work with the President to develop program budgets.
- Disbursement of checks for the Council's expenses.
- Work with the President and Treasurer in reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Assist the President in preparing the annual organizational budget and monitoring cash flow reports.
- Prepare and manage operational budgets, and recommend effective strategies for the financial well-being of the Council.
- Ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties.
- Under the guidance of the President, develop long-range forecasts and maintain long-range financial plans.
- Organize, maintain and monitor fiscal documents including all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and all revenue transactions.

#### **Office Management:**

- Ensure that the Executive Board and the organization carries appropriate and adequate insurance coverage.
- Maintain Council's archival and administrative file.
- Update any required state filings and ensure operational compliance with state laws and regulations.

#### **Requirements:**

- Bachelor's degree in related major (Preferred)
- Proficiency in Google Suite
- Proficiency in Quickbooks

**To Apply:**

- Submit a Cover Letter and Resume to [orangecounty@worldaffairscouncil.org](mailto:orangecounty@worldaffairscouncil.org)

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Will be required to perform other duties as directed, requested or assigned.**