



TITLE: Operations Manager

REPORTS TO: Maria Cadenas, Executive Director

LOCATION: Monterey Bay Region, hybrid

CLASSIFICATION: Full Time, 40 hours per week

PAY: \$73K-\$86K annual salary, based on experience

BENEFITS: Health/Vision/Dental insurance, 401(k)

Please send resume and cover letter to: info@sccvonline.org. Applications will be reviewed on a rolling basis.

About Ventures

We're working to create the world we want in partnership with rural Latino working-class families in California's Central Coast to ensure a shared and equitable economic future for all.

Our transformational programs make certain that individuals understand and use their economic and political power. From building their savings to advocating for a living wage, our approach builds community and connects financial stability, wealth building, and self-determination.

Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.

We believe that:

- Money, and how it is earned, used, and implemented to build wealth and financial systems, is a key component to building wellbeing and a vibrant society.
- We must be intentional and explicit in our work towards racial and gender equity, as social systemic oppressions, including those based on race and gender, are replicated and augmented through the current economic system and related policies.
- Local economies and equitable distribution of income and wealth provide the greatest return and align best in creating wellbeing.
- Money and financing are not well understood and there is a level of mystification around the topic that prevents engagement.

We work in ways that:

- are family centered and culturally appropriate;
- remove system level barriers to economic equity;
- provide leadership development and financial education for children and youth;
- develop new financial and asset building vehicles; and
- lift and leverage the great work already being done.



Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is a Latina immigrant led organization.

About the Role

The Operations Manager plays a critical role in managing the day-to-day operations of Ventures, including our administration, finance, human resources, and IT functions and processes. The Operations Manager is a key member of a fast-paced and team-focused office environment. They lead and participate in a wide range of projects in addition to fulfilling administrative duties. The Operations Manager will work with the Executive Director to advance and promote Ventures' mission and work: to build a compassionate and equitable local economy that contributes to our communities' well-being.

Ventures staff must be able to work independently, under minimum supervision, and act on their own initiative. The ability to communicate and coordinate effectively and support team members' activities will be critical. This job description is intended to describe the general nature of the work performed by the Operations Manager. As this is a new role, these job responsibilities will evolve and be refined. At Ventures, all our jobs include broad responsibilities for continuous improvement of key organizational processes.

Regular Duties

- Ensure and oversee an equitable framework in our organizational and finance structures in ways that reflect Ventures' Vision and Mission.
- Ensure all operations, including administration, finance, human resources, and IT, are carried out in an appropriate, legally compliant, timely, and effective way.
- Maintain an organizational culture that reflects Vision and Mission and wellbeing of staff, including the exchange of ideas and cross-team learning opportunities.
- Identify, develop, and supervise operational systems and processes, including workflow development and tracking systems.
- Lead and coordinate annual budgeting and planning process.
- Lead and coordinate all tax and audit activity.
- Manage, assess, analyze, and monitor budgets and financial data.
- Supervise team member(s), including functional responsibility of accounts payable, accounts receivable, and payroll function.
- Prepare scheduled financial statements, reports, Board memos, and maintain organizational records.
- Support and provide input to long-term planning, including formulation of strategic and operational objectives.
- Ensure the security of Ventures' proprietary and confidential information and materials.
- Fulfill other reasonable duties as assigned by the Executive Director



Physical Demands and Work Environment

The employee is frequently required to drive, walk, and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

Qualifications

- Believes in Ventures' Vision, Mission, and approach to work. Embodies Ventures' Values.
- Knowledge of equity frameworks, specifically racial and gender equity required.
- Bilingual (English/Spanish), bi-literate, and/or bi-cultural strongly preferred.
- Bachelor's degree in business, operations management, or related field preferred, or commensurate years of experience.
- Proven work experience as Operations Manager or similar role preferred.
- Knowledge of organizational effectiveness and operations management.
- Experience budgeting and forecasting.
- Familiarity with business and financial principles.
- Extremely flexible, with a strong work ethic, and an entrepreneurial spirit to accommodate a high level of responsibility.
- Detail-oriented with excellent written and verbal communication skills, including presentations.
- Strong organizational abilities including project management, planning, evaluation, and program development. This includes collection and analysis of data.
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Experienced and proficient in QuickBooks Online and Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools. Grants management software, CRM, and database experience (Apricot) is a plus.
- Thrives in a fast-paced environment.
- Experience in financial capability and asset building strongly preferred.
- Valid California driver's license.