



# SCF Operations Manager

## Position Description

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### **WHO WE ARE**

Solano Community Foundation (SCF) was established in March of 1996 as a 501(c)(3) charitable organization dedicated to building a stronger community and enhancing the quality of life in Solano County. SCF accomplishes this mission through the support of philanthropic activities that make a deep and lasting positive impact.

- As a grantmaker, we award grants and scholarships to improve the lives of Solano County residents.
- As a vehicle for philanthropy, we encourage private giving for public good.
- As a community leader, we inspire, educate, and cultivate a spirit of philanthropy.
- To respond to changing needs, we promote community involvement and collaboration.

### **POSITION SUMMARY**

The Operations Manager will work in collaboration and in partnership with the Chief Executive Officer (CEO). The Operations Manager is directly responsible for developing and executing the internal operational strategies necessary to achieve the goals and objectives of the Solano Community Foundation.

The Operations Manager will help oversee the day-to-day administrative and operational functions of the organization. The Operations Manager will serve a strategic leadership role, seeking new, improved, and innovative ways to develop and grow SCF. This position requires strong analytical, managerial, communication and leadership skills. The Operations Manager will directly supervise staff filling an 'Associate' position, coordinating work with other SCF Managers on staff. The Operations Manager may also serve a variety of roles and assume responsibilities when critical positions are vacant.

### **WORK SCHEDULE**

The Operations Manager is a full-time salaried position. The employee will work five days per week, Monday through Friday between the hours of 8:30 am and 5:30 pm. With CEO approval, the employee may set a flexible weekly work schedule to help accommodate personal needs (e.g., transportation, childcare, etc.). This work schedule may vary slightly depending upon the operational needs of the Foundation. This position will require the employee to work some evenings and weekends, but not on a regular basis.

### **PAY RATE**

The annual starting salary for this full-time, exempt position will range between \$75,000.00 and \$80,000.00, commensurate with the qualifications, skills and experience of the new employee. This employee will report to the Chief Executive Officer.

## **BENEFITS**

- 100% paid employee (plus 1) group dental coverage
- Monthly stipend for employee-secured medical coverage
- 401(k) retirement plan participation
- 11 annual paid holidays
- 10 days paid time off (PTO) - combined vacation and sick leave

## **DUTIES & RESPONSIBILITIES**

To perform this position successfully, an individual must be able to perform each essential duty and other related duties to a level of professional excellence including always complying with SCF policies and procedures. In addition to the requirements listed below, regular attendance in the workplace is an essential function of this position.

- Provides day-to-day operational leadership and support to staff that mirrors the mission and core values of SCF with the highest level of personal and professional integrity.
- Oversees, directs and manages all day-to-day business operations of SCF staff; develops, implements, and manages operational policies and procedures.
- Finds solutions to complex problems by breaking down complicated issues and communicating effectively to the CEO and SCF staff.
- Supports grant and scholarship activity related to day-to-day operations, including financial auditing, overseeing outcomes and reporting.
- Works with certain SCF board committees related to operations and helps manage expectations in order to meet organizational goals.
- Ensures all legal and regulatory documents are filed, reported, audited and in compliance with laws and regulations for the organization.
- Responsible for overseeing budgets, financial reporting, and fiscal accountability, and communicating this information to CEO.
- Monitors monthly financial reports to ensure that revenue targets are met, and expenses are controlled. Takes action to improve performance and achieve financial goals.
- Participate in strategic and development planning with CEO and Board to support the ongoing financial well-being of SCF
- Initiates and implements process improvement strategies relating to workflow, quality of programming, workplace safety and experience.
  
- Responsible for input, development, and oversight of Human Resources (HR) and related functions and best practices. Included, but not limited to: HR policies, procedures, documentation, on-boarding, workplace experience/culture, employee accountability, job performance measures, employee evaluations, employee handbook and regulatory compliance.
- Provide hands-on training for staff and schedules professional development training.
- Ensures all programs and departments meet their short-term and long-range goals and provides status reports to CEO.
- Other duties and responsibilities as assigned.

## **EDUCATION & EXPERIENCE**

- Preferred Bachelor's degree in business administration, finance, economics, or closely related field which will provide knowledge of the principles, practices and administration of a successful nonprofit organization.
- 6+ years of experience as a full-time employee in a leadership position with increased responsibility while performing progressively complex work directly related to nonprofit operations, business, asset development, finance, I.T. systems, and human resource management.
- A comprehensive understanding of Solano County's nonprofit community, associated governmental agencies, local businesses, and community stakeholders is strongly desired.

## **QUALIFICATIONS, SKILLS & ABILITIES**

The requirements listed below are representative of the basic knowledge, skill, and/or ability required.

- Willingness and commitment to support the mission, policies, and goals of the Solano Community Foundation.
- Impeccable ethics, highly developed sense of performance accountability, and unfailing trustworthiness.
- Sensitive to the necessity for maintaining confidentiality when working with donors, grantees, and financial information and issues.
- Exceptional project management skills, including the ability to juggle multiple projects at a time. Ability to create new systems, adapt to organizational needs, and remain highly organized. Ability to stay calm under pressure.
- Demonstrated commitment to equity, human potential and service; leadership ability, confidence, and managerial presence.
- Able to gain the trust and cooperation of others to effectively communicate concepts and ideas needed to motivate staff and volunteers, while remaining accountable.
- Analytical abilities necessary to make sound decisions, logical interpretations, and to review and interpret financial statements and budgets.
- Excellent communication and presentation skills; superb use of the English language including excellent skills in listening, oral, and written communication.
- Demonstrated ability to work with and collaborate with others regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Operate a variety of office equipment and software with proficiency, including: accounting and CRM systems, project management and office productivity applications (word processing, spreadsheets, email, calendars), as well as some graphic and presentation programs.
- Organize, process, scan and file information and documents (hard copy and electronic versions) in an orderly manner, and perform analytical and data management tasks as needed.
- Demonstrated ability in prioritizing, strategizing, following up on assignments, meeting deadlines, and perform duties and responsibilities with minimum supervision.

## LICENSES AND CERTIFICATIONS

- Must have a valid California driver's license and maintain satisfactory motor vehicle record.

## PHYSICAL AND MENTAL ABILITIES

- Ability to lift and move boxes up to 25 pounds.
- Work produces mental and visual fatigue due to sustained periods of working on a computer, working under pressure of deadlines, and frequent interruptions in concentration.
- While performing the duties of this job, the employee is regularly required to interpret verbal communication and respond articulately.
- Regular and timely attendance is required for operational continuity. Work schedule is somewhat flexible to accommodate occasional evening and weekend work requirements.

## WORKING CONDITIONS

Work is performed in a typical office environment where there are little or no physical discomforts associated with changes in the weather, or worries associated with excess noise, dust, dirt, etc.

This job description describes the major responsibilities and requirements of this Operations Manager position but should not be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description. The essential functions and duties contained in this job description will be evaluated as operational need dictates. Should an applicant/incumbent be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the disclosed disability will be made by SCF when and if possible.

***Solano Community Foundation is an equal opportunity employer committed to equal employment opportunities and does not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis prohibited by law.***

**Application deadline:** Open until filled, but no later than May 12, 2023.

**Application Instructions:** Interested applicants must submit a Cover Letter and their current Resume via email to: [scfadmin@solanocf.org](mailto:scfadmin@solanocf.org)

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