



Director of Operations

Job Description

Apply: amplified.org/careers

About Amplified

If you want to make a meaningful difference in the nonprofit and philanthropic world, consider applying to Amplified Impact Partners. Our work with nonprofits is unmatched in San Diego and enables organizations to increase their impact for the people they serve. As we ramp up to increase our reach, we are seeking a creative, focused, passionate, driven individual who will support our growth trajectory as we increase the quality and quantity of our pro bono consulting engagements with local nonprofit organizations.

Amplified provides pro bono consulting to San Diego nonprofits with teams of our Partner consultants. These talented professionals volunteer their time to come alongside nonprofit leaders to build stronger organizations so they can be more effective at addressing the community's most pressing issues. Learn more about the impact of our teams [here](#).

Opportunity

Reporting to the Chief Executive Officer, you will be a core team member who drives operational excellence across the organization. You will ensure that Amplified's internal systems run smoothly, including anticipating and resolving operational challenges, enabling our staff and Partners to maximize their impact on the community.

- **Mission with Meaning:** Your work behind the scenes will empower nonprofits tackling San Diego's toughest challenges.
- **Grow with Us:** Be part of a small, dynamic team in an exciting period of organizational growth, working side-by-side with the Chief Executive Officer.
- **Broad Responsibilities:** Take the helm in overseeing a wide range of functions that are central to our success, exemplifying our mission of building organizational capacity.
- **Flexible & Collegial:** Enjoy a hybrid schedule, a collaborative culture, and a supportive work environment.

Key Responsibilities

Systems & Technology

- Manage Salesforce client relationship management system (reporting, dashboards, tracking) and liaise with internal users and external consultants
- Oversee SharePoint file management system, Google Workspace, and other tools (Zoom, Calendly, Canva, etc.)
- Serve as primary contact for external IT consultants; assess hardware/software needs

Finance & Compliance

- Monitor cash flow, revenue, and expenses; manage banking relationships
- Ensure compliance with insurance, state, and federal requirements
- Coordinate annual budgeting process with Chief Executive Officer and Controller

Human Resources

- Oversee hiring and onboarding processes
- Manage payroll, benefits, and employee leave
- Coordinate performance review processes and maintain employee handbook/policies

Office & Operations

- Assess and manage office space needs including a potential office move; coordinate vendors, brokers, and contractors
- Oversee office projects, furniture/supply acquisition, and vendor contracts

Other duties as necessary. This job description does not constitute a contract and may be adjusted based on organizational needs.

Core Values

Amplified is a values-driven organization, so how a member of our team achieves results is important. The following are essential:

- **Community:** Build authentic, strong relationships with our partners and nonprofit community.
- **Continuous Learning:** Stay curious and seek new perspectives.
- **Trust:** Act with integrity and respect the interests of others.
- **Accountability:** Follow through on commitments and deliver with excellence.
- **Excellence:** Inspire yourself and others to stretch and achieve more.

Competencies and Skills

- Exceptional organizational skills with the ability to manage multiple priorities and execute with excellence
- Proactive and solution-oriented to ensure our systems, processes and infrastructure are optimized to maximize our effectiveness in delivering on our mission
- Willing to “roll up the sleeves” and work at a level of detail appropriate to the size of the organization
- Flexible; enjoys the challenge of unfamiliar tasks; shifts gears comfortably; decides and acts without having the total picture; can handle uncertainty and ambiguity
- Excellent writer and communicator
- Ability to work both independently and collaboratively with limited oversight
- Has a sense of humor

Qualifications

- Undergraduate degree required
- MBA, MA or similar appreciated but not required
- Minimum of seven years of relevant work experience required
- Substantial prior experience managing operations, human resources, systems and/or finance and budget

Hours, Work Environment and Benefits

- Full-time, exempt position
- Salary between \$85,000 - \$95,000 annually, depending on experience
- Hybrid work environment (remote and in-office)
- Health insurance, 15 days of vacation plus 10 paid holidays and sick leave
- Professional development opportunities
- This position requires prolonged periods of sitting at a desk and working on a computer, as well as occasional lifting of up to 15 pounds
- Occasional evening meetings/special events required

To Apply

Please submit the following materials electronically at amplified.org/careers.

- A one-page cover letter explaining how your background, skills and characteristics make you an excellent match for this role
- A resume

Amplified Impact Partners is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, genetic information, medical condition, or any other status protected by law.