

**Job Title:** Operations Manager

**Location:** Virtual (Remote)

**Type:** Full-Time

**Reports To:** COO / CEO / Director of IT

## About Us

We are a fast-paced, mission-driven organization focused on creating meaningful impact across communities. We work at the intersection of compassion and innovation — empowering individuals while building scalable solutions that drive social good. Join a dynamic team where your operational excellence helps shape our strategic vision and enables our leaders to do their best work.

## The Role

We're seeking a highly organized, proactive, and detail-oriented **Operations Manager** to join our executive support team. This individual will provide comprehensive administrative and operational support to senior leadership, including the CEO, COO, and Director of IT. From managing executive calendars to overseeing compliance, HR coordination, and finance support, you'll be the operational heartbeat of the organization.

## Key Responsibilities

### *Executive & Administrative Support*

- Manage complex calendars, meetings, and travel logistics.
- Draft, edit, and distribute professional communications and reports.
- Monitor executive correspondence and manage priorities.
- Handle sensitive information with discretion.
- Support grant and compliance reporting efforts.
- Act as a liaison with internal and external stakeholders.

### *Project Management & Program Support*

- Coordinate internal/external meetings and special events.
- Support client onboarding and appointment coordination (Care4).
- Maintain project tracking in Monday.com.
- Ensure timely execution of strategic initiatives and travel reimbursements.

### *Contracts, Proposals & Reporting*

- Draft, review, and manage contracts and compliance timelines.
- Assist in compiling and submitting proposals and grants.
- Track submissions, update dashboards, and conduct research.

### *Human Resources Support*

- Collaborate with HR on onboarding, hiring, and recordkeeping.
- Support payroll processing, benefits, compliance, and employee relations.

### *Administrative & Organizational Compliance*

- Manage corporate filings, board meeting materials, and registration renewals.
- Coordinate banking approvals and documentation with the finance team.

### *Finance, Accounting & Insurance*

- Reconcile credit card statements and track service reports.
- Assist with QuickBooks entries and invoicing.
- Support insurance policy renewals and compliance for multi-state employees.

### *Technology & IT Support*

- Provide administrative support to the Director of IT for operational efficiency.

## **What We're Looking For**

- 5+ years in operations, executive administration, or similar roles.
- Experience in both nonprofit and for-profit human services settings strongly preferred.
- Proficiency with Google Workspace, Microsoft Office, Adobe PDF, and Monday.com.
- Familiarity with QuickBooks, HRIS systems, and AI tools is a plus.
- Experience managing compliance across federal, state, and local levels.
- Excellent communicator with strong judgment and confidentiality.
- Adept at multitasking, project tracking, and problem-solving in a remote setting.

## **Why Join Us?**

- Mission-driven work with real social impact
- Collaborative and remote-first team culture
- Opportunities for growth and cross-functional learning
- Work closely with executive leadership and drive high-impact initiatives

- Flexibility and trust in your ability to deliver

### How to Apply:

Send your resume to: [aubree@functionalfamilytherapy.com](mailto:aubree@functionalfamilytherapy.com)