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🌐 YoCalifornia.org

📱 @Youthorganizeca

Youth Organize! California Senior Operations Director

Job Description

Organization Overview

Youth Organize! California (YO! Cali), currently a fiscally-sponsored project of Californians for Justice and in process of becoming its own independent 501(c)(3), is a statewide network of grassroots youth organizations dedicated to expanding the capacity of young people and organizations in California to practice transformative youth organizing, build power, and create long-term transformation in our communities. YO! Cali seeks to build leadership pathways and serve as a hub for youth organizing that places the directly impacted young people at the forefront of a bold, multi-issue movement for transformation, liberation, healing, collective power, and justice.

Position Overview

The Senior Operations Director will be responsible for managing YO! Cali's people, operations, finance, and administration functions for YO! Cali and its fiscally sponsored projects. This includes assisting the Co-Executive Directors with budget preparation; conducting financial analysis and preparing financial reports; developing and maintaining an effective system of accounting; managing the payroll system and maintaining accurate financial records for audit. The position is also responsible for the day to day operations of Human Resources, which includes responsibilities in functional areas such as, employee relations, training and development, benefits, Human Resource Information System (HRIS), executive administration, and compensation.

The position reports to the Co-Executive Director and supervises the Admin & Operations Manager. The position is full-time and exempt. YO! Cali's operations team is fully integrated into all organizational-wide efforts, such as organizational culture efforts and staff political education. YO! Cali currently has a staff team of 12 and an annual budget of \$2.5M, which will expand as YO! Cali builds out a hub for fiscally sponsored projects whose finances will require additional tracking and reporting. The Senior Operations Director will be part of a three-person team and will supervise the other Admin, Operations, and People team members. In all duties and responsibilities, this position exercises discretion and independent judgment.

Key Administrative and Operations Responsibilities:

Financial Leadership (40%)

- **Budgeting and Management:** Lead the annual budgeting process, monitor spending, and build staff financial skills



- **Audit and Financial Reporting:** Oversee the annual audit and 990 filings, manage financial statements, and provide financial guidance to department directors
- **Board Support:** Assist the board in fulfilling financial responsibilities, including audit coordination, member orientation, and compliance forms
- **Financial Health Monitoring:** Track and assess YO! Cali's financial health, develop long-term financial strategies and manage cash flow for current and future growth
- **Compliance and Standards:** Ensure financial systems meet government compliance and fiscal responsibility standards
- **Grant Management:** Oversee the financial management of grants and earned revenue contracts, ensuring proper tracking and release of restricted assets
- **Collaboration:** Lead collaboration with fiscally sponsored projects (in the future), ensuring effective financial management and coordination
- **Resource Stewardship:** Partner with the Resource Stewardship Team to guide annual budget development to reflect organizational goals, needs, and values, as well as collaborate on other resource-related initiatives
- **Accountant Supervision:** Supervise out-house accounting tasks, including payroll, month-end close, cash flow, and expense allocations
- **Policy Maintenance:** Maintain and update financial policies, continually evaluating and improving financial systems and processes

People Leadership (40%)

- **Strategic Alignment:** Provide leadership that aligns with YO! Cali's values and goals, focusing on people-focused strategy, succession planning and pathways, and leadership development
- **Team Development:** Lead and inspire the Operations team, offering mentorship and professional development to build future YO! Cali leaders
- **Cultural Stewardship:** Partner with the Cultural Stewardship Leadership team to cultivate an organizational culture deeply rooted in racial justice and liberation values, and DEIB (diversity, equity, inclusion, and belonging)
- **Employee Relations:** Establish and maintain effective employee relations, policies, and procedures
- **Operational Efficiency:** Develop and implement strategies, policies, and procedures to streamline processes, enhance efficiency, and ensure compliance with relevant employment laws
- **Benefits Administration:** Lead benefits and retirement programs, continuously improving quality, competitiveness, and compliance with ERISA, ACA, and other legislation
- **Performance Management:** Establish effective performance management systems, incorporating technology for goal-setting, regular reviews, and professional development
- **Work Environment:** Foster a positive, supportive work environment that promotes engagement, well-being, and successful outcomes
- **Continuous Improvement:** Develop strategies that foster a culture of ongoing improvement, promoting knowledge sharing, constructive feedback, and continuous development.



- **Supervision:** Oversee the Admin & Operations Manager in areas like payroll, benefits, promotions, and compliance. Oversee the bookkeeper for accuracy and efficiency and overall financial management.

Operations & Administration (15%)

- **Operational Strategy:** Develop and implement strategies, policies, and procedures to streamline operations and improve efficiency
- **Risk Management:** Lead risk management efforts, including safety plans, insurance policies, and compliance with laws related to HR and 501(c)(3) operations

Other Responsibilities (5%):

- Serve as a member of the cross-departmental leadership body
- Actively participate and support facilitation in staff meetings, planning sessions, and retreats
- Participate in YO! Cali fundraising campaigns and events
- Participate in occasional organization-wide events
- Participate in cross-department committees and teams

Qualifications:

- 3-5 years of director-level experience in human resources, financial management, staff supervision, and leading cross-departmental teams, in a non-profit context
- Exceptional communication skills, with a strong ability to build relationships, support staff development within diverse teams, and effectively address conflict in transformative ways
- Technologically proficient in Google Workspace, Excel (formulas, Pivot tables, graphs), and HRIS systems like Paylocity and Gusto
- Experience with payroll management and in-depth knowledge of HR best practices, federal, and California employment laws
- Expertise in managing temporarily restricted net assets, foundation grant revenue, audits, and 990s
- Strong knowledge of finance, accounting, and budgeting principles, including non-profit GAAP
- Proficiency in intermediate accounting functions, such as journal entries and strategic financial management
- Experienced in developing organizational budgets and aligning HR and operational initiatives with organizational goals
- Strategic thinker with strong analytical abilities and a positive approach to problem-solving
- Facilitative leadership style that fosters collaboration across all organizational levels, including finance and non-finance colleagues
- Strong commitment to social justice, racial justice, and youth empowerment, integrated into organizational culture and staff education efforts
- Strong problem-solving and decision-making abilities, with a keen attention to detail and a proactive approach



- Skilled in managing sensitive and confidential matters effectively

Preferred Qualifications:

- Experience with Quickbooks Online, Airbase, HRIS systems like Paycom or Paylocity, Ease
- Experience with the nonprofit fiscal sponsorship model
- Experience tracking and reporting 501(c)(3) lobbying activities
- Experience with Apple computers

Work Environment: The position will be located in California. This position will be remote.

Physical Demands:

- Able to work on a computer, including sitting at a desk, for extended periods of time with or without reasonable accommodation
- Manual dexterity to operate a keyboard
- Able to see or read a computer screen and printed material with or without vision aids
- Able to speak clearly and in audible tones on the phone and in person and be understood by others
- Able to hear and understand speech at normal levels and on the telephone
- Able to understand and follow oral and written instructions
- Able to occasionally lift objects weighing up to 10 pounds

Compensation:

\$95,000–\$115,000 as determined by YO! Cali’s salary scale. YO! Cali provides a generous benefits package, including fully paid health insurance (medical, dental, and vision) for employees and dependents. We also offer substantial paid time off.

How to Apply: Please complete this [application form](#) to submit your resume, a work sample, and answer a few brief questions: <https://bit.ly/SeniorOpsApp>. We hope to fill the position by December 2024 and will accept applications until the position is filled.

At YO! Cali, a proudly multi-racial organization, we are deeply committed to fostering an inclusive and diverse workplace where every staff member's voice is heard, supported, and valued, allowing them to bring their authentic brilliance to advance the YO! Cali mission. As an equal opportunity and affirmative action employer, we strongly encourage individuals who are queer, trans, non-binary, Black, Indigenous, people of color, parents, women, people with disabilities, im/migrants, and those who have faced systemic oppression or gender-based violence to apply. We are dedicated to confronting and addressing racism and inequity both within our organization and in the communities we serve.