

Job Title	<i>Operations Manager Bay Area – Part Time Exempt (20 hours/week)</i>
Reports to	<i>Director of Operations</i>

Job Purpose:

The purpose of this role is to ensure operational excellence, regulatory compliance, and facility management, driving the smooth and efficient operation of the Bay Area office. The Operations Manager will be responsible for maintaining operational efficiency, managing human and financial resources, and overseeing daily functions. This role includes coordinating internal processes, maintaining facilities, and optimizing workflows. Additionally, the Operations Manager will play a key role in budgeting, financial oversight, community engagement, event planning, and volunteer coordination, ensuring alignment with strategic goals and fostering relationships to support organizational growth and mission-driven initiatives.

Duties and Responsibilities:

The following are the primary responsibilities for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned. During your shift, not to exceed 8 hours per day, you will be responsible for the following responsibilities:

Operational Management:

- *Operational Oversight:* Oversee day-to-day operational functions, ensuring efficient service delivery and a supportive work environment.
- *Process Improvement:* Analyze operational workflows, identify areas for improvement, and implement strategic initiatives to enhance overall efficiency.
- *Facility Management:* Oversee office maintenance, supplies, and coordination with external partners.
- *Supply Chain & Office Organization:* Maintain office supplies and materials, ensuring the organization of office spaces and outreach materials.

Staff & Volunteer Management:

- *Staff Management:* Manage administrative staff and coordinate human resources activities, including hiring, training, and performance evaluations.
- *Volunteer & Outreach Coordination:* Coordinate and manage tabling activities, volunteer recruitment, and community outreach efforts.

Community & External Relations:

- *Community Engagement:* Build and nurture relationships with community organizations and stakeholders, seeking opportunities for collaboration. Seek opportunities to secure contracts with external organizations and negotiate partnerships that align with the center's mission.

Financial & Budget Management:

- *Budget & Financial Oversight:* Collaborate with the finance department and HQ to manage the budget, optimize resource allocation, and ensure fiscal responsibility.

Event & Fundraising Coordination:

- *Event Planning & Fundraising:* Facilitate the planning of community events, workshops, and fundraising efforts to support organizational growth.

Performance Monitoring & Reporting:

- *Reporting & Metrics:* Monitor operational performance, gather data, and report insights to the executive team for strategic decision-making.
- Perform all other tasks as assigned.

Qualifications and Skills:

Required

- Bachelor's degree in Business Administration, Healthcare Administration, Non-Profit Management, or a related field, or 5 years of equivalent experience in management.
- Demonstrated success in building partnerships, managing teams, and leading community initiatives.
- Strong strategic planning, financial management, and organizational skills.
- Exceptional communication and interpersonal abilities, with a talent for public speaking and relationship building.
- Proficiency in using technology and donor management systems to support operations and development efforts.
- Knowledge of community health issues and experience working with diverse populations.
- Familiarity with Islamic theology, customs, rituals, and rules.
- Must be willing to successfully complete and pass a comprehensive background screening check.

Preferred

- Master's degree in Business Administration, Healthcare Administration, Non-Profit Management, or a related field.
- A minimum of 5 years of leadership experience in community outreach and fundraising within a non-profit or healthcare setting.
- Experience with grant writing and management.
- Skills in marketing and communications, including developing strategies to promote the organization.
- Knowledge of the mental health sector and a commitment to advocating for mental health awareness and support preferred.

Working Conditions:

- Professional office setting, relaxed business/Islamic attire (culturally attuned to Islamic work context).
- Working in office and remote.
- Routinely use standard office equipment such as computers, phones, etc.

Compensation:

- \$55/hour
- This position is exempt and part time and is not eligible for KC benefits.

How to Apply

Interested candidates should apply via our website. Please visit www.khalilcenter.com and complete the online application. Be sure to include your resume and a cover letter detailing your relevant experience and why you are interested in this position.

Applications without a cover letter will not be accepted.

Application Deadline:	November 4, 2024
Start Date:	November 11, 2024
Approved by:	HR Manager

Equal Employment Opportunity

Khalil Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, age, citizenship, color, religion, sex, marital status, national origin, disability status, gender identity or expression, protected veteran status, or any other characteristic protected by law.



Applicants applying for roles in the United States must be currently authorized to work in the United States on a full-time basis. Khalil Center will not sponsor applicants either now or in the future for any open role at our organization.