



San Diego Pride

Job Description – Director of Operations & Finance

Job Title:	<i>Director of Operations & Finance</i>
Reports to:	Executive Director
FLSA Status:	Exempt
Position Type:	Full-Time
Salary:	\$92K - \$95K
	Benefits Include: 100% coverage of Medical, Dental, and Vision Insurance, Flexible Schedule, Vacation and Sick Time, 15 Holidays, Optional Cell Phone Reimbursement, 403(b), & Professional Development Opportunities

About San Diego Pride

San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all LGBTQIA+ communities locally, nationally, and globally. As a year-round education, advocacy and community organization, San Diego Pride is one of the oldest LGBTQIA+ nonprofits in San Diego, best known for its flagship programs and events, including the annual Pride Parade and Festival. Since 1996, San Diego Pride has distributed over \$3 million to LGBTQIA-serving nonprofits worldwide, making it the most philanthropic Pride organization globally.

About the Role

The Director of Operations is a key member of the leadership team that reports directly to the Executive Director. The Director of Operations will lead the financial, administrative, and operational business functions of San Diego Pride. This role oversees strategic planning and implementation across programs, ensuring effectiveness, growth, and alignment with community needs. The Director of Operations leads efforts in budget oversight, metrics tracking, and continuous improvement to drive operational excellence.

This leadership role involves managing the organization's financial health, human resources, facilities, strategic growth and overall operational infrastructure while ensuring compliance with legal, regulatory and grant requirements. Reporting to the Executive Director, the Director will serve as a key partner in advancing both the administrative and operational capabilities of the organization. The position will also support the ED in assisting with coordination of Board meetings and materials.

San Diego Pride is a fast-paced and collaborative environment and, as such, candidates must be able to multitask, work in a hybrid environment, prioritize, problem-solve and have a growth mindset.

Responsibilities

Administration and Operations Management

- Streamline administrative processes to enhance productivity and effectiveness.
- Oversee all office operations, facilities and inventory, vendor contracts/relationships for IT, HR and facility maintenance.
- Coordinate operational support for organizational initiatives.
- Maintain compliance with legal, regulatory, and tax requirements.
- Maintain all grant reporting and tracking in partnership with Development Team

Financial Management

- Develop and oversee the organization's annual budgeting process for the organization providing budget guidelines and timelines to team and assure that these timelines are met
- Manage financial reporting, audits, cash flow, and grant allocations per necessary regulations.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Supervise Staff Accountant and Office Coordinator
- Maintain monthly forecast tracking financial health through the year and suggest necessary recommendations for mid-year corrections, if needed.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.

Human Resources Management

- Provide systems and structure to support a culture of high performance and continuous improvement, collaboration, trust and joy
- Spearhead coordination and facilitation of weekly staff meetings and offsites

- Establish and monitor staff performance and development goals and facilitate annual performance evaluations process
- Manage employee benefits, performance evaluations, and professional development initiatives
- Ensure compliance with federal, state, and local labor laws.
- Key liaison for HR consultants or vendors
- Ensure alignment with National Labor Relations Act for employees in unit

Board Coordination

- In collaboration Executive Director and Leadership Team collect, prepare and distribute board meeting reports and materials accordance with the Board calendar
- Record and distribute meeting minutes and track follow-up actions using AI notetaker
- Coordinate annual Board Meetings and Committee meetings calendar

Strategic Planning and Integration

- Track and report on the progress of organizational goals and key performance metrics (KPI's) supporting a growth mindset with the team
- Drive operational excellence with a focus on efficiency, cost optimization, and quality improvement to achieve alignment with overall business goals.
- Identify opportunities to enhance organizational capacity and sustainability

Qualifications

- Bachelor's degree in Business Administration, Non-Profit Management, Operations Management, Finance, or a related field
- Strong leadership, communication, problem-solving, organizational, project management and analytical skills are crucial.
- Adept project manager who takes initiative and drives projects to completion
- highly organized and strategic leader with a deep understanding of business operations, strong analytical skills, and a proficiency in financial and systems management.
- The ability to manage budgets, resources, and teams effectively is also essential.
- Proven experience in administration, operations, financial management, and board coordination within a non-profit organization.
- Exceptionally well organized, and proven success in creating systems and processes that ensure every department is meeting its expectations.
- Strong knowledge of non-profit financial practices, compliance requirements, and HR management.
- Exceptional organizational, communication, and problem-solving skills.
- Proficiency in tools such as [Asana, QuickBooks Online, Payroll]

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee will occasionally lift up to 50 pounds. The employee will be required to travel for a variety of work functions such as meetings, town halls, and community presentations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

San Diego Pride is an equal opportunity employer.

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

Job location

Work Location: Hybrid & must reside in the great San Diego Area

Application: Please send a resume and a cover letter to careers@sdpride.org