



**Job Title:** Manager: Operations

**Job Summary:** The Manager of Operations will ensure that UP Partnership is operating smoothly, sustainably, and in line with its budget to ensure that all young people in Bexar County are ready for the future. They share responsibility for the internal systems needed for all organizational operations, comprehensive agency budget, and all financial and contractual recordkeeping in partnership with the Director: Finance and Operations, Managing Director of Operations, and the Chief Executive Officer.

**Essential Duties and Responsibilities:**

**Internal Systems and Integration**

- Build, launch, and maintain fiscal and procurement policies and processes.
- Build, launch, and maintain contract development, execution, and reporting processes.
- Oversee office administration and support team in adherence to corporate policy.
- Partner with the Director Finance and Operations and Managing Director of Operations to create budgets.
- Drive the annual independent audit process and meet all documentation requests from contractors.
- Assist team members with travel arrangements for conferences and meetings.
- Support the design, construction, and implementation of technologies that increase efficiency and effectiveness of operations.

**External Partnerships and Contractors**

- Oversee UP Partnership operations and finances work with external contractors.
- Support Senior Leadership and Directors to build and maintain contract agreements with contractors.
- Communicate regularly with UP Partnership staff, contractors, and funders on key updates.
- Support recordkeeping and report collection of Future Ready Anchor Partner agreements.

**Sustainability and Operations**

- Responsible for controller functions including bookkeeping, accounting, and financial reporting.
- Maintain relevant internal systems.
- Manage accounts payable and monthly staff payroll and benefits allocations.
- Maintain an attitude of complete ownership of team results and outcomes.
- Positively contribute to organizational culture and model UP Partnership values.
- Lead and/or support other UP Partnership initiatives and priorities as needed.

**Most Critical Competencies:**

- Organizational Effectiveness
- Extremely Strong Detail Orientation
- Fiscal Management/Budget Management

- Demonstrates Results-Oriented Discipline
- Organizational Efficiency/Process Improvement
- Policy Development
- Understanding of Nonprofit Organizations
- Problem Solving

**Position Details:**

The Manager of Operations position is a full-time, permanent, benefits eligible position. Annual salary range is \$52,500-\$60,000 depending on experience. All UP Partnership staff are currently working on a hybrid schedule blending in-office and remote work. **To apply for this position, please visit our [Career Portal](#) to submit your cover letter and resume.**

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

**UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**