



**Job Title:** Managing Director: Operations

**Job Summary:** The Managing Director of Operations will ensure that UP Partnership has the financial, human resource, and operational frameworks needed to accelerate Bexar County's progress toward equitable results for young people. They will serve as a key facilitator in UP Partnership's operational planning and organizational learning initiatives by overseeing priorities associated with complex operational planning, monitoring and allocating internal resources, developing staff capabilities, and strengthening the organization's operational systems and structures. They will also play a pivotal role in driving unified operations, building and maintaining an inclusive and connected staff culture, ensuring clarity on roles and work priorities, and operationalizing new efficiencies. This position reports to the Chief Executive Officer.

**Essential Duties and Responsibilities:**

**Supervision and Personnel**

- Directly supervise Director of Finance and Operations and contractors dedicated to organizational operations including finance / accounting, inventory/procurement, technology, contract management.
- Directly supervise the people operations team and contractors dedicated to human resources, training, and professional development.
- Lead the Director's Table to ensure alignment and integration across finance, people operations, and internal operations.
- Strengthen operational, strategic, and evidence-based coordination across internal teams and tables.
- Serve at the senior leadership table leading operational and strategic coordination with the Senior Leadership and Leadership Teams to ensure results-driven performance, an inclusive and connected staff culture, and integration across internal teams and tables.

**Internal Integration**

- Responsible for facilitating and anchoring annual operations planning across the Leadership Team and Anchor Partners, in partnership with Managing Director of Programs and in direct alignment with staff and anchor partner performance management.
- Support the senior leadership team in facilitating and anchoring the annual planning operations with the Board of Directors.
- Responsible for building, launching, and maintaining internal systems (including fiscal, operational, people operations, and learning and development) in partnership with the executive, finance and operations, and learning and development teams.
- Oversee fiscal and operational alignment across the organization.
- Oversee human resource management.
- Oversee the design of UP Partnership's staff and Future Ready partners' coaching, training, and learning development model.
- Partner with the Chief Executive Officer and Director of Finance and Operations to create and manage organizational budgets.

- Partner with the Chief Impact & Strategy Officer and Director of Finance and Operations to support all major partner contracts and UP Partnership's data security posture and cybersecurity.
- Partner with the Chief Impact & Strategy Officer and Director of Finance and Operations to support all major partner contracts and UP Partnership's policies for direct youth interactions.
- Maintain and deepen organization-wide commitment to racial and ethnic equity.

### **External Research, Partnerships, and Reporting**

- Oversee UP Partnership people operations and finance work with external contractors.
- Maintain and develop local, regional, and national partnerships, in alignment with UP Partnership internal systems, training and initiatives, including other Future Ready Partners and place-based intermediaries and funders.

### **Project Management**

- Maintain an attitude of complete ownership of team results and outcomes.
- Oversee internal operational planning, budgeting, forecasting, and tracking.
- Ensure effective and results-centered operationalization and project management of the strategic plan.
- Guide the development and maintenance of new internal systems and processes.
- Maintain an attitude of complete ownership of team results and outcomes.
- Oversee high-quality scaling of learning development strategies.
- Support external capacity building for the implementation of the Future Ready Plan..

### **Sustainability and Operations**

- Develop neighborhood impact, results count, and community engagement competencies across UP Partnership staff and partners.
- Coordinate with the senior leadership team to lead the building, launch, and maintenance of internal systems.
- Support the senior leadership team in grant writing, impact reporting, and growth planning.
- Anchor and positively contribute to organizational culture and model UP Partnership values.
- Lead and/or support other UP Partnership initiatives and meetings as needed.

### **Most Critical Competencies:**

- Project Management
- Supervise/Manage Team
- Coach/ Develop Others
- Is a Perceptive, Strategic Systems Thinker
- Demonstrates Results-Oriented Discipline
- Influences others to Catalyze Action
- Masters Critical Attributes of Adaptive Leadership
- Understanding of Nonprofit Organizations

**Position Details:**

The Managing Director of Operations position is a full-time, permanent, benefits eligible position. Annual salary range is \$95,000-\$108,000 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.**