



Position: Operations Manager ([Apply for Operations Manager Position](#))

Position Description:

The Jacobs Center for Neighborhood Innovation (JCNI) is seeking an Operations Manager to coordinate and oversee our Economic Development department operations. In this newly designed role, the Operations Manager will have a crucial voice for program redesign, creating new offerings, and streamlining the launch of new programs. The programs include but are not limited to, CONNECT ALL @ The Jacobs Center business accelerator program, The San Diego Small Business Collaborative, community outreach programs, workforce development programs and JCNI community events.

The Operations Manager will create standard protocols to ensure that projects and tasks are completed on time. In addition, the Operations Manager will take the lead building systems to ensure effective communication across teams.

Responsibilities

- Develop Standard Operating Procedures that improves overall efficiency
- Coordinating the department contracting process including negotiating contracts and obtaining necessary paperwork for the contract approval
- Manage reporting on effectiveness of outreach, progress toward grant funded goals, and data on program participants progress over time
- Source digital tools and ensure information is centralized in JCNI Database and CRM Systems

Qualifications

- Bachelor's Degree (preferred but not required)
- 2-4 years of relevant experience in operations
- Highly organized with exceptional attention to detail and follow-through
- Biliterate (spoken and written) (English/Spanish) highly desirable, but not required
- Ability to self-direct, analyze, evaluate, and form independent judgements
- Detail oriented with the ability to organize, prioritize, and meet deadlines
- Comfort in a fast-paced and complex non-profit environment
- Ability to work with cross-functional teams and learning new skills

To apply please click the link - [Apply for Operations Manager Position](#)