

## JOB DESCRIPTION: YouthWell • Director of Operations

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YouthWell works with our partners in Santa Barbara County on youth mental health early intervention & prevention.

### OBJECTIVES OF THIS ROLE

YouthWell is seeking a dynamic and detail-oriented Director of Operations to oversee day-to-day operations and internal management of staff and programs. This position is ideal for an experienced nonprofit professional with demonstrated success in staff management, program oversight, and organizational administration. This individual will have a proven ability to manage multiple projects simultaneously, set clear priorities, and exercise strong organizational, problem-solving, and decision-making skills. The successful candidate will be an outstanding communicator, skilled in building systems that support efficiency, sustainability, and impact. This leadership role reports directly to the Executive Director and supervises all internal staff, allowing the Executive Director to focus on strategic growth, fundraising, and community partnerships.

### ROLES & RESPONSIBILITIES

#### Organizational Leadership & Internal Operations

- Oversee daily operations, workflows, and cross-team coordination.
- Supervise key team leads (Office, Program, Education, and Outreach Directors).
- Facilitate regular staff meetings and promote cross-departmental collaboration.
- Lead implementation and refinement of organizational tools and systems.
- Create and document Standard Operating Procedures (SOPs).
- Support the Executive Director in aligning day-to-day operations with strategic goals.
- Identify and implement best practices to improve internal systems and workflows.
- Manage selected administrative functions (e.g., internal policies, office systems, compliance).
- Troubleshoot logistics and enhance workflow efficiencies across departments.

#### Program Operations & Evaluation

- Oversee program evaluation systems that measure and showcase YouthWell's impact.
- Ensure grant requirements are met and evaluations and reporting are completed on time.
- Monitor program performance, deadlines, and ensure seamless delivery of programs.

#### Finance & Strategic Planning

- Serve as a thought partner to the Executive Director and key member of the leadership team.
- Assist in strategic planning, long-term organizational development, and annual budgeting.
- Serve as the primary liaison to YouthWell's fiscal sponsor, **Community Partners**.
- Collaborate on financial planning, tracking, invoicing, and grant reporting.
- Support development operations: donor database maintenance, grant compliance, and funder reporting.

#### Facilities, Technology & Office Management

- Ensure a safe, clean, and welcoming environment for youth, staff, families, and community partners.
- Oversee office maintenance, supply ordering, vendor relationships, and tech platforms.
- Oversee internal communications, organizational calendars, and scheduling logistics.

#### HR & Compliance

- Coordinate hiring, onboarding, and HR documentation in collaboration with the fiscal sponsor.
- Conduct performance reviews and guide professional development planning.
- Foster a supportive, inclusive culture rooted in open communication and accountability.
- Supervise all program operations for regulatory and funder compliance.

## REQUIREMENTS

### Required

- Master's or Bachelor's degree in nonprofit management, public administration, business, or related field.
- Minimum 3–5 years of nonprofit operations and management experience.
- Proven ability to manage teams, budgets, and multiple projects simultaneously.
- Excellent verbal and written communication skills.
- Ability to actively listen, exercise discretion, and maintain confidentiality.
- Proficiency with digital tools, including Google Workspace, Zoom, and project management systems.

### Preferred

- Familiarity with youth mental health, social services, or community-based initiatives.
- Knowledge of platforms like Canva, MailChimp, Wordpress, Bonterra, and Vertical Change.
- Mental Health First Aid certification or willingness to obtain within 60 days of hire.
- Spanish proficiency is a plus.

### Who You Are

- Systems Thinker: You improve structures that enable sustainable growth.
- Strong Manager: You empower teams and lead with clarity and accountability.
- Mission-Driven: You care deeply about youth mental health and community wellness.
- Detail-Oriented & Strategic: You can zoom into the details while staying aligned with big-picture goals.
- Collaborative: You build trust and foster open communication at all levels of the organization.

## BENEFITS

- A health plan is available to employees who work 20+ hours/week after 1 month.
- A 403(b) Retirement Plan is available to both full-time and part-time employees.
- Vacation time, holiday pay, sick days for employees who work 20+ hours/week after 3 months.

## SALARY & HOURS

Fill out [online application](#) and include a resume and cover letter. Questions: [Hiring@YouthWell.org](mailto:Hiring@YouthWell.org)

- \$85,00-\$105,000 (commensurate with experience) \*This position serves Santa Barbara County
- Status: 40 hrs week exempt
- Position is in-person in Santa Barbara and includes minimal driving.
- Position includes working occasional nights and weekends.

\*YouthWell, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce.