

Senior Director of Operations and Programs

FLSA Status: Exempt

Location: Primarily remote within the Sacramento area, with required in-person meetings once per month and as needed.

Starting Salary Range: \$150,000 – \$170,000

Benefits include, but are not limited to: CalPERS, health/dental insurance, and over 50 days of paid time off.

Reports to: Executive Director

Organization Overview

The California EDGE Coalition unites business, labor, social justice, education, and workforce organizations to build a broadly shared prosperity for all Californians. We believe that post-secondary education and training serve as the gateway to economic mobility for individuals and communities. EDGE is committed to advancing policies that create equitable education and workforce systems, ensuring that all Californians, especially those historically underserved, have access to economic opportunities.

Position Overview

The Senior Director of Operations and Programs is a key leader at EDGE, working alongside the executive director and the Chief of Policy and Government Affairs as part of the senior leadership team. This role focuses on internal operations, ensuring organizational effectiveness and sustainability. This role is responsible for setting strategic direction for operational functions in partnership with the executive director, manages day-to-day financial administration and compliance, and fosters a high-performing and collaborative team. The Senior Director of Operations and Programs will lead a team, manage budgets, advance strategic priorities that align with EDGE's mission and goals, and provide oversight and management of staff to ensure successful execution of programmatic initiatives and compliance with contract deliverables. The ideal candidate for this role will have a proven track record of supporting executive leadership with confidence and professionalism, helping to advance the organization's vision. They will excel in staff leadership, fostering a high-performance culture and ensuring consistent, high-quality outcomes.

Core Competencies

- Strategic thinking and problem-solving with a focus on implementation and outcomes.
 - Ability to set direction, delegate projects, and build shared ownership among staff.
 - Effective leadership in managing teams, operational functions, and programmatic execution.
 - Strong decision-making skills informed by research, data, and organizational needs.
 - Ability to build and maintain partnerships with external partners.
 - Financial acumen, including budget management and financial planning.
 - Commitment to compliance and successful execution of contract deliverables.
-

Core Responsibilities

Strategic Operations & Leadership

- In partnership with the executive director, set strategic direction for the operations and programs teams and develop plans to achieve key priorities.
- Oversee and ensure timely execution of operational and programmatic goals, aligning them with EDGE's mission.
- Develop internal systems that enhance organizational effectiveness, program delivery, and long-term sustainability.
- Lead and manage a team, ensuring clear role alignment, professional development, and accountability.
- Ensure that EDGE's internal systems, financial processes, and administrative functions operate smoothly, in alignment with the organization's strategic goals. While the Executive Director sets the overall strategic direction and makes final decisions on broad organizational matters, the Senior Director of Operations and Programs is responsible for executing these strategies and managing day-to-day operations.

Financial & Budget Management

- Work with the Executive Director and leadership team to develop and manage budgets and financial strategy.
- Ensure that financial processes, including grant budgets, reporting, and compliance, are effectively managed.
- Work closely with the fiscal sponsor and financial consultants to oversee accounting and financial reporting.

Grant and Contract Management

- Ensure all grant and contract deliverables are met on time and with high quality.
- Ensure programs are executed according to contracts and funding agreements.
- Oversee commitment execution, including convenings, programs, and network growth.
- Manage and support staff responsible for implementing grant-funded initiatives.
- Maintain strong internal tracking and reporting systems to ensure accountability and compliance.

Operational Systems & Compliance

- Develop and oversee staff onboarding, staff development initiatives, and compliance with employment laws.
- Manage vendor contracts, technology systems, and administrative infrastructure.
- Establish and refine processes for procurement, expense tracking, and operational efficiency.
- Ensure that program teams meet all contract deliverables, tracking and reporting progress to funders and stakeholders.

External Engagement & Partnerships

- Build operational partnerships (e.g., vendors, fiscal sponsors, grant managers) to support organizational and programmatic goals.
- Represent EDGE in relevant coalitions, meetings, and partnership initiatives.
- Support fundraising and grant management efforts by ensuring operational alignment with funding requirements and program objectives.

Team & Culture Development

- Foster a culture of collaboration, innovation, and shared accountability.
- Oversee staff meetings, retreats, and internal communications to ensure alignment and engagement.
- Work closely with program staff to ensure the successful execution of EDGE's initiatives.

Qualifications

- Minimum of **7+ years of leadership experience** in operations, administration, or program management.
- Experience managing teams, setting strategic priorities, and overseeing budgets.
- Strong knowledge of financial management and operational best practices.
- Proven ability to manage program implementation and ensure compliance with contract deliverables.
- Ability to think critically and proactively solve organizational challenges.
- Excellent communication and collaboration skills.

- Commitment to EDGE's mission and values.
-

Compensation and Benefits

- Competitive salary within starting range above, commensurate with experience.
 - Comprehensive benefits package including health, dental, vision, paid time off, and retirement.
 - Flexible work environment with remote work options.
-

How to Apply

Please submit the following via email to info@caedge.org with "Senior Director of Operations and Programs" in the subject line:

- Cover letter
- Resume
- Three professional references

Applications will be reviewed on a rolling basis until the position is filled. No phone calls or walk-ins, please.

The Community College League of California is the California EDGE Coalition's fiscal sponsor.