



# OC ACTION

## ORANGE COUNTY ACTION (OC ACTION) OPERATIONS DIRECTOR JOB DESCRIPTION

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**Title:** Operations Director

**FLSA:** Exempt, Full Time

**Pay range/rate:** \$109,200 - \$143,000

**Division:** Administration / Operations

**Supervisor:** Chief of Staff

**Location:** Orange County, CA (Hybrid)

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### **Summary**

OC Action is a civic engagement and organizing coalition based in Orange County, California. We build power with and for impacted communities through issue advocacy, voter engagement, coalition building, and movement infrastructure. We work in close alignment with alliance partners while advancing advocacy and policy change.

OC Action is seeking an Operations Director to support the operational administrative functions of OC Action's core infrastructure. The Operations Director will play a critical leadership role in stewarding this relationship and ensuring strong internal systems that enable organizing and advocacy work to thrive including ensuring compliance, strong financial management, HR integrity, and seamless operational workflows.

The ideal candidate is both strategic and detail-oriented, experienced in nonprofit and c4 environments, and skilled at building systems that support organizing teams. This person understands the compliance landscape of 501c4 advocacy organizations and is comfortable navigating multi-entity coordination, compliance, and vendor relationships.

This is a pivotal leadership position during a period of structural growth. The Operations Director ensures that the coalition's advocacy work is legally sound, financially stable, and operationally strong—so that organizers and leaders can focus on building long-term community power in Orange County.

### **Essential Functions**

#### **Fiscal Sponsorship & Compliance Management (20%)**

- Serve as primary 501c4 fiscal sponsorship relationship manager
- Oversee compliance with 501c4 legal, financial, and political reporting requirements
- Ensure accurate and timely submission of financial reports, budgets, payroll documentation, and compliance materials.
- Coordinate closely with legal counsel and fiscal sponsor on risk mitigation and regulatory requirements.
- Develop and maintain internal compliance systems (documentation, tracking, reporting protocols).
- Support board reporting related to financial health, compliance, and risk.



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## **Back-Office Vendor & Operations Hub Management (20%)**

- Act as lead liaison to the back-office operational hub (HR, payroll, accounting, benefits, insurance, contracts).
- Ensure service delivery meets agreed-upon standards and timelines.
- Develop and refine workflows between staff and vendor systems.
- Oversee contract / vendor management, vendor performance, and annual renewals.
- Troubleshoot operational challenges and oversee new systems / operations implementation

## **Financial Oversight & Budget Management (20%)**

- Monitor cash flow, expense tracking, and grant allocations.
- Support fundraising with financial documentation and grant compliance.
- Prepare financial summary and reports for OC Action staff that includes organizational cash flow, department

## **HR, Staffing & Organizational Systems (30%)**

- Oversee HR systems in coordination with the operational hub (onboarding, benefits, payroll, employee files).
- Support performance review processes and staff infrastructure.
- Ensure risk management, insurance coverage, and employment compliance.

## **Administrative Infrastructure (30%)**

- Oversee the development of internal administrative Standard Operating Procedures for organizing campaigns, advocacy tracking, and event management.
- Maintain document management and data security protocols.
- Support board operations and governance documentation.
- Ensure internal operations workflows are maintained and implement annual systems review.

## **Qualifications Required**

- 10+ years of nonprofit operations experience, preferably within a 501c4, advocacy, political, or civic engagement organization.
- Experience working with fiscal sponsors and/or multi-entity nonprofit structures.
- Strong understanding of c4 compliance, lobbying regulations, and political activity reporting.
- Demonstrated experience managing external vendors or back-office service providers.
- Budget management and financial reporting experience.
- Excellent organizational and project management skills.
- Commitment to racial justice, equity, and community-centered power building.
- Based in or familiar with Orange County political and community landscape.



### **Preferred Qualifications**

- Experience in coalition-based organizing environments.
- Experience working in c3/c4 aligned ecosystems.
- Familiarity with PEOs or shared services operational models.
- Systems thinker with strong operational design skills
- Calm under pressure in political or campaign cycles
- High integrity and strong risk assessment skills
- Collaborative leadership style
- Strong written and verbal communication
- Ability to translate compliance requirements into accessible internal processes

### **Management Responsibilities**

This position is responsible for the supervision and management of the Operations Associate role, in addition to future team members in the Operations & Administration Department.

### **Environmental Conditions (Working Conditions)**

This is a hybrid, work from home position with a requirement to attend in person meetings, organizing activities, and retreats as required. The environment for this position is a shared office and outside exposed to weather conditions and noise

### **Physical Requirements**

In the course of performing this job, the employee typically spends time sitting, standing, driving, walking, typing, listening, and speaking

### **Application Process**

Please email a cover letter, resume, and two professional references (past supervisors including email address and phone number) to: [info@ocaction.org](mailto:info@ocaction.org). Please ensure that the email subject has the job title: Operations Director. No phone calls please. Open until filled.

### **Agency Background**

OC Action is committed to a long-term progressive transformation of the Orange County electorate, and we will continue to move towards the change that our people deserve.

OC Action is an innovative partnership of community-based organizations committed to increasing the quality, scale, and effectiveness of civic participation in communities of color and among low-income populations. Alliance Partner organizations are: Resilience OC, Orange County Congregation Community, Orange County Labor Federation/Orange County Voter Information Project, Orange County Environmental Justice, and the California Healthy Nail Salon Collaborative.

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***Orange County Action (OC Action) is an Equal Opportunity/Affirmative Action Employer***