



JOB DESCRIPTION

POSITION:	Director of Operations
LOCATION:	Santa Ana, CA (In-Person)
FT/PT/Hours	Full Time
CLASSIFICATION:	Exempt
REPORTS TO:	Chief Executive Officer
SUPERVISES:	Logistics, Marketing, Regional Project Staff and other assigned operational staff

CALIFORNIA WAGE DISCLOSURE STATEMENT

In accordance with California Labor Code §432.3, Abound Food Care provides the following pay disclosure for this position:

The salary range for this role is \$92,000 - \$110,000 annually.

This range reflects the organization's good-faith estimate of the compensation it reasonably expects to offer at the time of posting. The final salary offered will depend on various job-related factors, including but not limited to:

- Relevant experience
- Education, training, and certifications
- Skills and competencies
- Organizational needs at the time of hire
- Internal equity considerations

Abound Food Care may adjust this range as permitted by applicable law.

ABOUT ABOUND FOOD CARE

Abound Food Care is a non-profit organization committed to solving complex food system problems to empower non-profits to feed more people. We optimize the food system through our scalable solutions that align public, private, and non-profit resources and stakeholders throughout California and beyond.

POSITION SUMMARY

The Director of Operations is responsible for overseeing the daily operations of the organization, ensuring efficiency, accountability, and alignment with strategic goals. Reporting directly to the CEO, this role plays a key part in translating strategy into actionable plans, optimizing processes, managing budgets, and leading teams to achieve measurable business and community impact.

ROLES AND RESPONSIBILITIES

Executive & Operational Leadership

- Provide strategic leadership for daily operations while ensuring alignment with the organization's mission, vision, values, and strategic objectives.
- Develop, implement, and evaluate operational goals, initiatives, and performance measures.
- Establish, maintain, and continuously improve organizational policies, procedures, and Standard Operating Procedures (SOPs).



- Monitor organizational performance using key performance indicators (KPIs) and implement corrective actions when necessary.

Strategic Planning & Execution

- Collaborate with the CEO to implement strategic planning objectives into measurable operational outcomes.
- Prepare and present operational performance reports to the CEO and Board of Directors.

Financial & Resource Management

- Develop, administer, and monitor departmental operating budgets.
- Collaborate with the Finance Department on budgeting, forecasting, grant compliance, financial analysis, and resource allocation.
- Evaluate operational efficiency and recommend cost-saving opportunities without compromising program quality.

Leadership & Development

- Supervise and mentor operations staff, including Logistics, Marketing, and Regional Project Managers.
- Support succession planning and workforce development initiatives.
- Provide coaching, guidance, and performance feedback to staff and teams.

Cross-Functional Collaboration

- Partner with Business Development, finance, and program leads to align operational priorities.
- Support cross-departmental coordination to ensure smooth program execution and impact.
- Identify and implement opportunities for process improvement and technology integration.

External Representation

- Develop and maintain a comprehensive understanding of the organization's mission, programs, strategic priorities, and community impact.
- Represent the organization professionally at meetings, conferences, community events, government meetings, and partner engagements.
- Build and maintain productive relationships with community partners, donors, vendors, government agencies, and other stakeholders.

QUALIFICATIONS

Education/Experience

- Bachelor's degree in business administration, Public Administration, Operations Management, Nonprofit Management, or a related field required.
- Minimum of five (5) years of progressively responsible leadership experience in operations management.
- Previous nonprofit leadership experience preferred.



Abound Food Care

- Experience managing multiple departments, budgets, strategic initiatives, and organizational change.

Preferred

- Experience in food systems, supply chain management, environmental sustainability, public health, or related fields.
- Experience working with municipal agencies, government entities, or regulatory programs such as SB 1383.
- Experience in a nonprofit leadership role

PHYSICAL REQUIREMENT

- Prolonged periods of sitting, typing, and computer work.
- Ability to lift up to 20 pounds occasionally (marketing materials/event supplies).
- Ability to travel locally within Orange County for events, vendor meetings, or training.
- Ability to travel outside of Orange County to attend national conferences and events.
- Must be able to stand and walk events or trade shows.

WORK ENVIRONMENT

Work is performed primarily in an office environment with occasional travel to partner sites, community events, warehouses, and other operational locations.

EQUAL EMPLOYMENT OPPORTUNITY

The organization is an Equal Opportunity Employer and is committed to creating an inclusive workplace. Employment decisions are made without regard to race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, ancestry, age, disability, genetic information, protected veteran status, marital status, or any other status protected by applicable federal, state, or local law.

Reasonable accommodation will be provided for qualified individuals with disabilities in accordance with applicable law.