



Operations Manager, Los Angeles Emissary

Salary: \$90,000-100,000 annually, commensurate with experience

FLSA: Full-Time, Exempt

Reports to: LAE Director

Location: Hybrid – Los Angeles, CA (Tuesdays & Wednesdays in office; remote other days)

About the Organization

The **Los Angeles Emissary (LAE)**, a project of Community Initiatives, advances housing justice for youth and young adults in Los Angeles County by centering the voices and leadership of those with lived experience of homelessness and system involvement as co-decision makers within the homeless response system; training a network of young people across L.A. County with skills needed to become advocates around funding and policy priorities related to homelessness; and engaging in collaborative decision making to address youth homelessness with young people, funders, providers, county, and system partners. Through a ground-breaking homeless system redesign, we aim to create a youth centered approach that effectively meets the needs and aspirations of unhoused young people.

The Operations Manager oversees daily operations of the LA Emissary to ensure smooth and efficient operations. The Operations Manager will manage the office operations, actively participate in sustaining a healthy and supportive team culture and work environment, and support various operational tasks and projects for both internal and external-facing relationships. The Operations Manager works collaboratively with the team to:

- To build and strengthen coordination of systems that most impact youth and young adults across LA County.
- Grow youth power in homelessness/housing systems leadership and decision-making.
- Attain long-term sustainability in Los Angeles County advancing housing justice for youth and young adults.

Please note: This position has **one year of funding secured, beginning in November 2025.**

Key Responsibilities

This role is dynamic in scope, with responsibilities including but not limited to:

Financial Management (40% of time)

- Manage the budget in collaboration with CI Project Accountant and Director, including assisting with monthly bookkeeping and financial reporting
- Manage accounts payable and receivable, including managing financial platforms, notably Divvy
- Manage organization credit cards

- Prepare financial reports for quarterly Advisory Board meetings and grant reporting purposes
- Develop the annual budget in collaboration with the Director, LAE staff and Advisory Board
- Ensure proper fund allocation, monitor expenses, and maintain financial transparency
- Develop and manage contracts with consultants

Fund Development (30% of time)

- Manage all fundraising efforts of the LAE, including development and implementation of an overall fundraising strategy in collaboration with Director and Development Coordinator
- Build relationships with new and emerging partners to secure future funding and advance sustainability goals for the LAE.
- Cultivate and solicit donations from individuals, foundations, and corporations, with a goal of growing the current \$1.2 million infrastructure budget and \$1.5 million Pooled Fund budget
- Develop grant proposals in collaboration with Director and Development Coordinator
- Manage grant reporting requirements
- Manage existing relationships with LAE and Pooled Fund funders and Pooled Fund grants administrator
- Support coordination and planning of Pooled Fund grantee and funder events

Staff Management (30% of time)

- Provides weekly coaching and professional development to enhance the leadership and capacity of a team of 3-6 staff members with lived experience.
- Facilitate performance reviews with each team member in collaboration with the Director.
- Collaborate with each team member to set goals for professional growth and development and provide support to team members in their pursuit of those goals.
- Plan, lead, develop, implement and coordinate policies, training, initiatives and surveys to support the organization's mission and staff needs

You're a good fit for this role if you have:

- Minimum 5 years of experience in operations, project management, or nonprofit settings.
- Minimum 3 years of experience leading teams and managing staff and volunteers effectively.
- Advanced proficiency with Microsoft Office and Google Drive required.
- Strong verbal, written, and listening skills to communicate effectively with diverse stakeholders.
- Excellent organizational skills and strong attention to detail.
- Ability to develop strategies for optimizing operations and achieving long-term goals.
- Commitment to the mission of the LA Emissary
- Understanding of the homelessness landscape in Los Angeles and youth services
- Align with the values of authentic youth collaboration, leadership of young people with lived experience of homelessness, system accountability, and LGBTQIA+ and racial justice.

Compensation & Benefits

- Salary: \$90,000–\$100,000 annually, based on experience
- Generous paid vacation, holidays, and sick leave
- Subsidized medical and dental insurance
- 401k with employer match

We're committed to building an inclusive organization that represents the people and communities we serve. We encourage members of traditionally underrepresented communities to apply, including people with lived experience of homelessness, women, people of color, veterans, LGBTQ+ people and people

with disabilities.

To Apply

Please submit your resume and cover letter to leanndra@laemissary.org with the subject line: "Operations Manager Application – [Your Name]"

Applications will be reviewed on a rolling basis until filled. Target start date: November 2025.