

Employer: New World Foundation, New York City, NY

Job Title: Operations Manager

Location: New York City, NY and remote work

Start Date: 1 June 2026

Reports To: President of the Foundation

Salary Range: \$80,000 – \$85,000

Application Deadline: 22 April 2026

Job Summary

The Operations Manager is a hands-on, mission-driven person who serves as a key operational and project management partner to the President of the Foundation. In a small-foundation environment, this role oversees day-to-day operations, manages cross-functional projects, and provides direct support to the President to ensure the foundation runs smoothly and effectively.

The Operations Manager translates strategy into action, manages systems and processes, and helps ensure that limited resources are used thoughtfully and in service of the foundation's mission and values.

Key Responsibilities

Direct Support to the President

Provide day-to-day administrative and operational support to the President, including scheduling meetings, preparing materials, conducting research, and ensuring effective follow-up on priorities.

- Serve as a trusted day-to-day operational partner to the President
- Support the President in executing strategic priorities, special initiatives, and liaising with key partners
- Track and follow up on action items and commitments across the organization
- Prepare programmatic briefing materials, updates, and internal reports for the President and Board
- Coordinate logistics and follow-through for leadership meetings, funder briefings, planning sessions, and Board activities
- Act as an internal connector, ensuring clear coordination and communication through the organization

Operations & Administration

- Oversee core operational functions including administration, facilities, technology, and internal systems
- Oversee management of the office and all related office activities and functions
- Develop, update and maintain simple, practical policies and procedures appropriate for a small organization

- Work with Director of Finance to ensure compliance with nonprofit regulations, internal controls, and grant or contractual requirements
- Troubleshoot operational issues quickly and pragmatically

Project Management (Core Function)

- Lead and manage multiple small- to mid-scale projects simultaneously (e.g., system improvements, program launches, planning efforts)
- Develop clear project plans, timelines, roles, and deliverables
- Coordinate staff, consultants, and partners to ensure projects move forward efficiently
- Monitor progress, identify risks, and make adjustments as needed
- Provide regular, concise project updates to the President
- Establish simple and easy to maintain project management tools and practices suitable for a small team

Process Improvement & Systems

- Identify opportunities to streamline workflows and reduce administrative burden
- Implement practical process improvements that support staff capacity and effectiveness
- Support selection, implementation, and use of core systems (e.g., finance, grants management, CRM, project tracking)
- Maintain documentation so processes are clear and sustainable

Team & Culture Support

- Support and supervise operations staff, contractors, or project teams as applicable
- Assist with onboarding, training, and internal communications
- Contribute to a collaborative, respectful, and mission-aligned team culture
- Step in where needed to support the team during busy periods

Qualifications

Required

- Bachelor's degree or equivalent experience in nonprofit management, business administration, or a related field
- 4–6+ years of experience in operations, project management, or administrative leadership
- Experience working in small nonprofits, foundations, or lean organizations
- Demonstrated ability to manage multiple priorities
- Strong organizational, communication, and problem-solving skills
- Strong proficiency in Microsoft 365 and related productivity tools, with the ability to manage documents, data, schedules, and collaborative workflows in a small-organization environment

Preferred

- Experience supporting executive leadership in small organizations
- Project management training or certification
- Familiarity with philanthropic or grantmaking environments
- Experience with simple project management and collaboration tools (e.g., Asana, Trello, Smartsheet)

Core Competencies

- Flexibility and adaptability
- Strong execution and follow-through
- Discretion and professionalism
- Commitment to mission and values

Working Conditions

- Typical working schedule is Monday to Friday from 9 am to 5 pm. Periodic evening or weekend work as needed
- Hybrid with expectations to be in the office (New York City) at least once/week
- Occasional travel for meetings or events

Compensation Range

- This is Full-time, Exempt position
- The estimated base annual salary for this position is \$80,000 – \$85,000. This range represents The New World Foundation’s good faith and reasonable estimate of the possible base salary range at the time of posting.

Benefits Offered

- Health and Dental Insurance
- Flexible Spending Account
- Retirement Plans
- Life Insurance
- Paid Family Leave
- Paid Time Off and Paid Holidays

How to Apply

Please email your resume along with a cover letter, addressed to Agnes Pisarek, detailing how your experience and skillset align with this job to omjob@newwf.org. Please email with the following subject line: [YOUR NAME]: OM Job.

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