



The Girlfriend Factor (GFF) is a 501(c)(3) nonprofit organization headquartered in Palm Desert, California. Launched in 2006, our grassroots organization has been built with minimal red-tape or bureaucracy so that our time, energy and donations can be directed towards our mission of assisting women get back on track to achieve their economic goals and dreams.

Operations Manager

Position Summary

The Operations Manager is the hub of day-to-day activity for a community-based nonprofit. Working directly with the Board of Directors, this role keeps operations organized, supports budgeting and grants, coordinates volunteers and partners, and assists with donor outreach and events. The ideal candidate has previously supported senior nonprofit leaders or boards, knows the Coachella Valley landscape.

Key Responsibilities

Board & Governance Support

- Serve as primary staff liaison to the Board and committees; prepare agendas, packets, and minutes; track action items and follow-through.
- Maintain calendars, policies, records, and filings; support annual planning and board reporting.

Operations & Finance

- Organize workflows/SOPs; manage vendors; ensure timely acknowledgments and data in the CRM.
- Support budgeting and monthly tracking; coordinate with bookkeeper/treasurer on expenses, restricted funds, and dashboards for the Board.

Grants & Institutional Giving

- Oversee donor DRM software end-to-end—administer, configure, and maintain the donor CRM; ensure clean, secure data; and build reports/workflows that accurately track contributions and constituent interactions.
- Research opportunities; develop a grants calendar; draft/edit LOIs, proposals, budgets, and reports; coordinate inputs and collect outcome data.
- Expand and manage the current donor base through creative and tenacious approaches.

Volunteer & Community Coordination

- Recruit, schedule, and support volunteers (events, committees, mentors); create clear role descriptions and training.
- Build relationships with local schools, training programs, service clubs, chambers, and community partners across the Coachella Valley.

Donor Support & Events

- Co-lead donor outreach, stewardship touches, prospect research, and gift documentation in partnership with the Board, executing assigned tasks and coordinating follow-through together.
- Coordinate event timelines, RSVPs, vendors, permits, volunteer shifts, run-of-show, check-in, and follow-up.
- Create creative assets (emails, one-pagers, social posts) that highlight participant stories and impact.

Marketing & Communications

- Send Constant Contact e-blasts to constituents—minimum of one per month—with additional e-blasts as needed for major upcoming events or timely organizational news.
- Draft and publish social media posts as needed, averaging 5 to 6 posts per month, and increase the posting frequency in the lead-up to major events.
- Coordinate scheduling so email and social updates align with events and announcements; ensure messaging is professional and on brand.

Programs & Impact

- Coordinate scholarship cycle logistics (applications, reviewer scheduling, award notifications).
- Track impact metrics and success stories; prepare concise updates for donors and the Board.

Qualifications

- 3–5+ years in operations/administration; experience supporting a Board or senior leadership in a small organization.
- Tech-forward problem solver who translates fundraising needs into system solutions: troubleshoot issues, document SOPs, and liaise with vendors to keep tools reliable and compliant.
- Demonstrated grant writing (research, proposals, budgets, reports).
- Budget literacy; comfort with CRMs and office tools (Microsoft Office)
- Strong organization, follow-through, and project management; builds practical SOPs.
- Clear, professional writing and people skills; comfortable with donors, volunteers, and partners.

- Local knowledge of the Coachella Valley (venues, vendors, partners, community resources).
- Commitment to equity, inclusion, and participant-centered practices. Bachelor's degree or equivalent experience.

Core Competencies

Operational Excellence • Board/Committee Support • Relationship Building • Creative Problem-Solving • Superior Written Communication • Confidentiality & Professionalism • Service Mindset

Work Conditions

- Some evenings/weekends for events; regular local travel within the Coachella Valley.
- Able to lift/transport event materials up to ~25–30 lbs with accommodation as needed.

Compensation

The position offers a competitive salary range of \$70,000 - \$80,000.

To Apply:

Please follow the link below:

[LINK](#)