

Job Posting – Operations Manager

CASA of Santa Barbara County – Santa Maria, CA

About CASA

Court Appointed Special Advocates (CASA) of Santa Barbara County recruits, trains, and supports volunteers to advocate for children in foster care. We are one of the largest CASA programs in California, serving more than 550 children each year with the help of over 300 dedicated volunteers.

The Opportunity

CASA of Santa Barbara County seeks an Operations Manager to join our leadership team. This is a dynamic, multi-faceted role that manages organizational compliance, contract administration, insurance and facilities oversight, donor database management, and volunteer training facilitation.

This is an exciting opportunity for an operations professional who is detail-oriented, mission-driven, and ready to grow within a high-performing nonprofit. Prior CASA experience is a plus, especially for candidates who are eager to expand their skills and take on greater responsibility in a program that offers strong opportunities for professional growth. For the right candidate, this position could serve as a long-term leadership growth opportunity within CASA.

Key Responsibilities

- Manage compliance processes, including background checks and operational reporting.
- Administer government and service contracts (excluding grants), ensuring timely deliverables, reports, and invoices.
- Oversee insurance policies, vehicles, equipment, and vendor relationships.
- Maintain and manage the DonorPerfect database, including donations entry, thank-you letters, and monthly reporting in collaboration with fundraising and finance.
- Coordinate and facilitate pre-service CASA volunteer training and support continuing education opportunities.
- Lead operational projects such as Medi-Cal ECM implementation, office relocations, or program events/exhibit setups.

Qualifications

- 3–5 years of nonprofit operations, compliance, or related experience.
- Experience facilitating adult learning or training sessions; confidence in leading volunteer pre-service training.
- Strong organizational skills with attention to detail.
- Excellent communication and public speaking abilities.
- Experience with donor databases; DonorPerfect preferred.

- Prior CASA program experience is a plus, particularly for candidates looking to take the next step in their career by moving into a leadership-track role with a larger program.

Compensation & Benefits

- Salary Range: \$70,000 – \$90,000 DOE | Full-time, Exempt | On-site, remote not an option.
- Comprehensive benefits package including health, dental, and vision insurance; retirement plan with employer contribution; paid holidays, vacation, and sick leave.

How to Apply

Interested candidates should submit a resume and cover letter to the CASA of Santa Barbara County Executive Director, Kim@sbcasa.org. Note that a cover letter is required.

To view the full job description, please visit: <https://sbcasa.org/careers>