



Pisces
Foundation

Menu

Work With Us

Director of
Operations

Executive Assistant

Director of Operations

POSITION DESCRIPTION

PISCES FOUNDATION – DIRECTOR OF
OPERATIONS

Reporting to President – San Francisco, CA –
Full Time

ABOUT PISCES FOUNDATION

The Pisces Foundation works to advance a world where nature and communities thrive. We are a resource for problem-solvers seeking the tools to address global environmental challenges and build a vibrant San Francisco. The foundation is headquartered in San Francisco, California, with grantee partners across the globe. More information on the Pisces Foundation’s updated strategy can be found [here](#).

The Opportunity

The Director of Operations leads the operations function at the Pisces Foundation, ensuring excellence and effectiveness across

grants management, accounting, HR, legal, and governance to support the Foundation's mission. Reporting to the President and working in close collaboration with the Program Director, this position leads a dedicated team of four, including the Operations Associate, Grants Manager, and Grants Associate.

This role offers a unique opportunity to lead critical operations for a mission-driven foundation tackling the pressing challenges of environment and climate, as well as urban challenges facing our hometown of San Francisco. You'll oversee impactful grantmaking, lead a high-performing team, and contribute to strategic initiatives, all within a collaborative and inclusive environment. If you're a strategic leader passionate about environmental and urban issues, this position offers the chance to make a real difference while fostering innovation and growth.

Key Responsibilities

Grants Management

Oversee grantmaking operations to drive impact and ensure compliance.

Lead and develop a newly expanded team, fostering collaboration and operational excellence.

Legal and Governance

Ensure compliance with local, state, and federal regulations; maintain and share knowledge of emerging requirements.

Implement a risk management approach aligned with the Foundation's scale, mission, and exposures, ensuring effective board oversight.

Accounting

Develop annual and three-year budgets; provide the President and board with regular financial reports, cashflow analysis, and recommendations.

Oversee annual audit and 990 tax filings in collaboration with outsourced accounting team, auditors and tax preparation firm (Baker Tilly) supported by the Senior Grants Manager and Operations Associate.

Ensure accurate and timely processing of weekly invoice payments and semimonthly payroll by the Operations Associate with appropriate controls.

Human Resources

Oversee recruiting, onboarding, and offboarding processes with support from the Operations Associate and hiring managers.

Oversee the annual performance and development cycle and administer

compensation plans with support from the Operations Associate.

Ensure competitive, cost-effective benefits administration and manage Operations Associate to assist employees in utilizing benefits effectively.

Act as a trusted advisor on employee matters; provide recommendations for the President's approval.

Workflow Management

Manage organization-wide workflow to ensure excellence and predictability; incorporate input from the Program Director.

Communicate deadlines and create shared workplans using tools like Outlook calendars and staff meetings presentations.

Direct the Operations Associate to maintain an accurate foundation-wide calendar.

Administration and Office Management

Oversee technology, including software, hardware, connectivity, and security with IT vendor support.

Supervise the Operations Associate in managing office functionality supplies, and overall appearance.

Manage documentation, contracts, and board meeting preparation in partnership with the Program Director and team members.

Oversee the Grants Management team's preparation of the grant docket and the Operations Associate's management of the meeting logistics. Responsible for the execution of resolutions and executive sessions.

Management, Learning, and Collaboration

Supervise the Senior Grants Manager and Operations Associate; provide effective management, guidance, coaching and mentoring.

Create an inspiring and creative operations team culture with open communication and learning across teams.

Provide proactive management to support matrix-based project structures and effective delegation.

Create a culture of learning within the Foundation by arranging ongoing training and management coaching to staff and trustees.

Lead foundation-wide projects that advance the Foundation's organizational goals.

Internal Relationships and Leadership

Support the integration of a shared Foundation strategy, ethos, and approach.

Serve as trusted thought partner to President and Program Director, ensuring program and operations alignment.

Provide excellent change management and internal communications to support transitions.

Key Competencies

Grants Management – Expertise in grantmaking operations, compliance, and impact-driven strategies.

Legal and Governance – Knowledge of nonprofit regulations and risk management; Experience supporting board governance and compliance.

Accounting and Financial Oversight – Strong financial management skills, including budgeting, reporting, and audits; Experience overseeing payroll, tax filings, and internal financial controls.

Human Resources – Proven leadership in recruitment, onboarding, performance management, and compensation; Skilled in benefits administration and employee relations.

Workflow and Operations Management – Experience optimizing workflow, managing

deadlines, and overseeing technology and office administration.

Leadership and Team Management – Strong team leadership, cross-functional collaboration, and change management expertise.

Core Qualifications

Bachelor's degree and at least 10 years of experience in operations, nonprofit management, or related fields.

Strong analytical, problem-solving, and organizational skills with attention to detail.

Excellent written and verbal communication skills, with experience tailoring messages for different audiences.

Alignment with the Foundation's mission and program areas, including environment, climate and urban issues.

Commitment to collective aspirations and universal goals, while advancing justice and equity through work.

Strong judgement, with the ability to think and work independently to effectively plan, prioritize and track multiple workstreams under deadlines in a fast-paced environment.

Flexibility, emotional intelligence, and a willingness to help others; interpersonal skills to effectively represent the Foundation and build relationships with

staff, family office, board members, and partners in a respectful and authentic manner.

Location and Schedule

To promote collaboration and a dynamic work experience, the Pisces Foundation operates with a hybrid schedule, working out of the Foundation offices in downtown San Francisco, currently three days a week. **Candidates must live in the San Francisco Bay Area or be willing to relocate** and must be legally authorized to work in the United States.

Compensation and Benefits

Pisces Foundation offers an excellent compensation package including platinum-level health, dental, and vision insurance; a Flexible Spending Account; life insurance; bereavement leave; paid time off; and holidays.

The starting salary for this role is \$125,000-145,000 depending on skills and experience. Our salaries are competitive, reflect our geographic location and field, and are commensurate with experience. Pisces Foundation participates in multiple compensation surveys for grantmaking organizations and conducts an annual review of market-based salary trends.

We offer a supportive and values-driven environment where professional growth is encouraged.

How to Apply

CEA Recruiting is assisting Pisces with this search. To be considered for the position, please use this [link](#) to submit a resume, thoughtful cover letter, and salary expectations.

Interested candidates are strongly encouraged to apply before our priority deadline of **February 28th**. The position will remain posted until filled. All applicants will be notified when the search has closed. You may contact search lead Tamara Evans with questions, but to ensure your application is reviewed and you receive notifications about the process, please use only the webform to submit your application materials.

tamaraATceaconsulting.com

Equal Opportunity Statement

We know there are strong candidates who may not have all the qualifications listed above. If you have skills and experiences would be an asset to the role, please apply. The Foundation encourages people of color, those from under-resourced communities, immigrants, LGBTQ+, and others with diverse backgrounds and with a variety of skills, experiences, and ideas. We are an equal

opportunity employer. Employment selection and related decisions are made without regard to sex, gender identity/expression, sexual orientation, race, age, disability, religion, national origin, color, marital or veteran status, or any other protected class.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.

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