One Colorado

Position: Operations & Program Manager
Type: Full-time
Reports to: Executive Director
Location: Denver, Colorado (Hybrid; in-office work required Tuesdays, Thursdays, and as needed for community events)
Application deadline: December 4, 2026

THE ORGANIZATION

One Colorado is a statewide advocacy organization dedicated to secure and protect equality and opportunity for lesbian, gay, bisexual, transgender, queer (LGBTQIA+) Coloradans and their families. One Colorado's vision is a fair and just Colorado for all.

One Colorado is comprised of three organizations: One Colorado Education Fund, a 501(c)(3) that will lead the organization's public education and awareness efforts; One Colorado, a 501(c)(4) that will lead the organization's lobbying and advocacy efforts; and One Colorado PAC, a state political committee that will support the organization's political endorsements.

THE POSITION

The Operations & Program Manager is a role responsible for managing One Colorado's day-to-day organizational operations while supporting the coordination and implementation of key programmatic initiatives. Working closely with the Executive Director and Chief Development & Operations Officer, this position strengthens internal systems, improves organizational efficiency, and ensures effective coordination across departments.

The Operations & Program Manager also collaborates with the broader One Colorado team to advance organizational priorities through research, project coordination, and community engagement.

This is not an entry-level role. The ideal candidate is a proactive problem-solver who brings strong judgment, organizational leadership, strategic thinking, and a collaborative approach to managing competing priorities in a dynamic nonprofit environment.

This position will require the ability to work some unusual hours, including evenings and weekends, especially during Pride season, and elections. Please note that Pride season (the month of June) is a required blackout time for all One Colorado staff.

JOB RESPONSIBILITIES

The Operations & Program Manager is responsible for the following:

Executive Support

- Manage the Executive Director's calendar and travel, prioritize meeting requests in consultation with the Executive Director, and protect time for preparation and focused work.
- Draft routine correspondence and coordinate input from staff for executive briefings, decision memos, presentations, and other materials for leadership, Board meetings, and external engagements.
- Coordinate meetings for both Boards in partnership with the Executive Director and Board

leadership, including scheduling, compiling and distributing meeting materials, and tracking follow-up.
- Support the Executive Director's relationships with external partners and other stakeholders by gathering background information, preparing for meetings, and coordinating correspondence and follow-up.
- Maintain a record of executive priorities, action items, and commitments. Follow up with the people responsible and flag deadlines, delays, or decisions that need the Executive Director's attention.
- Exercise discretion and maintain confidentiality when handling sensitive correspondence, records, and information.
- Perform other executive support duties as assigned.

Organizational Operations

Operations & Systems Management
- Manage and improve internal systems, standard operating procedures, and workflows; coordinate policy implementation to strengthen efficiency and internal controls.
- Coordinate employee hiring, onboarding and offboarding, including documentation, technology access, equipment, and communication of organizational policies.
- Manage vendor relationships, technology, software subscriptions, equipment, and operational infrastructure.
- Maintain organized organizational records, compliance documentation, certifications, and digital filing systems.
- Coordinate internal calendars, staff meetings, and retreats.
- Serve as an internal resource for operational questions, troubleshooting, and coordination across departments.

Financial & Administrative Management
- Manage day-to-day financial administration, including accounts receivable, invoice processing, bank deposits, ACH and check payments, and reimbursements in accordance with financial policies.
- Maintain accurate financial records and transaction documentation, and support monthly reconciliations in collaboration with the Controller and Chief Development & Operations Officer.
- Support grant-related financial documentation, expense tracking, and reporting in collaboration with organizational leadership.

Office & Logistical Support
- Manage daily office operations, including supplies, facilities coordination, and maintaining a welcoming, functional workspace.
- Coordinate staff travel, accommodations, and logistics for organizational meetings, events, and activities.
- Provide administrative and logistical support for organization-wide initiatives and special projects.

Program Support
- Manage project management systems and processes to track progress, deadlines, and accountability for organizational priorities and initiatives.
- Support planning and execution of program events, including Pride, Lobby Day, town halls, and youth summits.

- Collaborate with program staff and the Communications Manager to prepare talking points, fact sheets, and briefing materials.
- Support emerging organizational priorities and perform other related duties as assigned.
- Perform other related duties as assigned.

EXPERIENCE & KEY COMPETENCIES

- At least 3 years of professional experience in organizational operations, nonprofit administration, project management, program coordination, or a related field (or)
- A bachelor's degree in nonprofit management, business administration, public administration, social work, or a related field. Equivalent relevant professional experience may be considered in lieu of a degree.
- Demonstrated experience independently managing administrative processes, organizational systems, or complex projects.
- Experience coordinating work across departments or teams to support organizational priorities and project implementation.
- Experience with financial administration, including expense tracking, invoice processing, reimbursements, or similar financial processes, is strongly preferred.
- Experience working in a nonprofit, advocacy organization, or other mission-driven environment is preferred.

QUALIFIED CANDIDATES WILL HAVE:

- A demonstrated commitment to LGBTQIA+ liberation, racial equity, and One Colorado's mission and vision.
- Strong initiative, sound judgment, and the ability to work independently with minimal day-to-day supervision.
- Excellent organizational and time management skills, including the ability to balance competing priorities, meet deadlines, and maintain attention to detail.
- Strong problem-solving skills and a proactive approach to improving organizational systems and processes.
- Excellent written, verbal, and interpersonal communication skills, with the ability to collaborate effectively across teams and diverse stakeholders.
- A flexible, adaptable, and solutions-oriented work style, with a commitment to fostering a supportive and empowering organizational culture.
- Proficiency with Google Workspace and familiarity with QuickBooks, Canva, Adobe, communication, project management, and CRM platforms, or the ability to learn new systems quickly.
- Skills in software troubleshooting is desirable.
- Ability to exercise discretion, maintain confidentiality, handle sensitive information professionally, and travel locally or statewide as needed.

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COMPENSATION

Salary range is $70,000 - 74,000. One Colorado offers a full benefits package with medical, dental, retirement plan with partial employer match, generous holiday and paid time-off benefits, professional development budget, mileage reimbursement, and cell phone reimbursement. One Colorado covers 100% of your life insurance, medical, and dental benefits.

TO APPLY

Email Alexander Limas, Chief Development and Operations Officer at alexl@one-colorado.org and include "*Operations & Program Manager*" in the subject line with:

- Your current resume.
- A cover letter (one page maximum) that addresses the following question:
    1. What relevant experience do you bring in organizational operations, administration, or project management? Share an example of how you've improved a process, managed a complex project, or supported organizational effectiveness.

Applications will be accepted until 5:00 pm on Friday, December 4. Incomplete or late applications will not be considered.

COMMITMENT TO EQUAL EMPLOYMENT

One Colorado is an aggressive advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of color, women, LGBTQIA+ people, immigrants or refugees, people with disabilities, and people from low- or moderate incomes.

One Colorado is an equal opportunity employer and services provider. This nondiscrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service. The Organization does not discriminate in its employment decisions or provision of services based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status, and political party affiliation, or on any other basis that would violate any applicable federal, state, or local law.