



**Title:** Vice President of Operations

**Reports to:** President and CEO

**Salary Range:** \$100,000 to \$150,000

**FLSA Classification:** Salaried Exempt, 40 Hours Full-time Equivalent (Flexible, Partially Remote)

**Department:** Operations

**Supervises:** Director of Finance & Governance, Executive Assistant, Senior Operations Coordinator

### **About the Organization**

Executives Partnering to Invest in Children (EPIC) is a nonprofit organization founded by business and philanthropic leaders that addresses child care challenges for the workforce and communities. EPIC serves as a subject matter expert and implementation partner with the business community to increase access to quality, affordable child care and early education through public policy and advocacy, workplace benefits, and practices that support both families and employers. As the business community's nonpartisan voice for early childhood, EPIC also leads efforts to build infrastructure and advance public policies that support the workforce of today while developing the workforce of tomorrow.

We work through programs, partnerships, and policy to deliver measurable impact and sustainable outcomes. As a growing organization with increasing complexity and work in seven states, EPIC is committed to building strong internal systems, a values-driven culture, and disciplined execution to support our long-term strategy. At EPIC, we believe that how we work is as important as what we achieve. We value collaboration, accountability, transparency, and continuous improvement—and we are investing in leadership that can translate strategy into action while nurturing a positive, inclusive, and fun organizational culture.

More information on EPIC, our mission, and our membership is available at [www.EPICimpact.org](http://www.EPICimpact.org).

### **Job Summary**

The Vice President of Operations is a senior executive leader responsible for overseeing EPIC's shared services, core operational functions, and organization-wide strategy implementation. This role ensures that EPIC's people, systems, and processes are aligned to effectively execute the organization's strategic operating plan and advance impact across EPIC's strategic pillars.

The VP of Operations oversees finance, IT, human resources, compliance, executive operations, and organizational performance management. This role also leads cross-functional integration and collaboration, serving as a key connector across the executive leadership team to ensure alignment, accountability, and coordinated execution of EPIC's strategy. The person in this role will serve as a key culture champion and steward for a positive, inclusive and continuously improving environment at EPIC.



## **Key Responsibilities**

### **Organizational Strategy, Integration & Executive Collaboration – 30%**

- Lead the ongoing development and implementation of EPIC's strategic operating plan, ensuring alignment across departments, teams, and strategic pillars.
- Design, facilitate, and lead regular strategic collaboration meetings for executive leadership team members who oversee work across EPIC's strategic pillars.
- Translate strategic priorities into integrated operational plans, clear deliverables, and ownership across the leadership team.
- Ensure shared clarity, accountability, and coordination of strategy implementation, including dependencies, timelines, and outcomes.
- Establish and oversee systems for tracking organizational metrics, performance, and impact across functions and strategic pillars.
- Monitor progress toward goals and proactively identify risks, gaps, and opportunities for course correction.
- Foster disciplined execution, strong decision-making, and a culture of continuous improvement across the organization.

### **People Operations & Organizational Culture – 20%**

- Lead EPIC's people operations strategy in alignment with organizational values and strategic goals.
- Oversee the role responsible for staff engagement, human resources operations, and management of contracted HR partners.
- Ensure strong, equitable, and compliant HR systems, including performance management, compensation and benefits, and employee relations.
- Champion a positive, inclusive, and high-performing organizational culture.
- Partner with senior leaders to strengthen internal communication, staff engagement, and organizational health.

### **Shared Services & Core Operations Oversight – 15%**

- Provide executive oversight of shared services that support our programmatic areas and core operational functions, including Finance, Information Technology, and Human Resources / People Operations
- Ensure operational systems, policies, and infrastructure scale effectively with organizational growth.
- Align cross-organizational policies, processes, and tools to drive efficiency, consistency, and clarity.

### **Financial Leadership & Oversight – 15%**

- Serve as the primary point of contact for EPIC's subcontracted Fractional CFO.
- Partner closely with the CEO, Fractional CFO, Director of Finance & Governance, and contracted controller/bookkeeper on; financial strategy and planning, budget development and monitoring, forecasting and financial reporting, financial analysis and decision support, and annual audit activities and compliance
- Ensure strong internal financial controls, sound financial management, and operational financial discipline across the organization.



### **Compliance & Risk Management – 10%**

- Provide executive oversight of organizational compliance, including grants management (supported by a subcontracted grant manager). This role will serve as the primary point of contact for EPIC's grant manager.
- Supervise a team member responsible for financial, legal, insurance, and operational compliance.
- Ensure compliance with funder, regulatory, and legal requirements.
- Identify, monitor, and mitigate organizational risk in collaboration with legal, financial, and insurance partners.

### **Executive Operations & Governance – 10%**

- Oversee the Executive Assistant who supports Board governance operations, scheduling, travel, and special projects for the executive team.
- Ensure efficient executive operations that enable senior leaders to focus on strategy, relationships, and organizational impact.
- Provide strategic leadership and oversight for EPIC's board governance and engagement practices.
- Partner with the CEO to ensure strong governance structures, clear roles, and effective Board-management collaboration.
- Support organization-wide initiatives and special projects assigned by the CEO.

### **Ideal Experience & Qualifications**

- 10+ years of progressive leadership experience in operations, strategy, or organizational management.
- Demonstrated success overseeing multiple operational functions (e.g., finance, HR, IT, compliance).
- Proven experience creating and implementing strategic plans and driving execution across complex, cross-functional organizations.
- Experience leading executive-level collaboration and integration across strategic priorities.
- Track record of building strong, positive, and inclusive organizational cultures.
- Experience partnering closely with CEOs, Boards, and senior leadership teams.
- Experience working with external partners, consultants, and subcontractors.
- Nonprofit, education, or mission-driven organization experience strongly preferred.

### **Skills & Competencies**

- Strategic thinker with exceptional execution and project management capabilities.
- Strong financial acumen, including budgeting, forecasting, and financial oversight.
- Deep organizational and operational judgment, with attention to detail and systems thinking.
- Excellent leadership, coaching, and people management skills.
- Strong facilitation and communication skills, particularly at the executive level.
- Ability to manage ambiguity, prioritize effectively, and lead through change.
- High emotional intelligence, discretion, and integrity.



This role offers a unique opportunity to shape the internal foundation of a mission-driven organization at a critical stage of growth. The VP of Operations will play a central role in translating strategy into action, strengthening organizational culture, and ensuring EPIC has the systems and leadership needed to deliver lasting impact.

### **Working Environment**

This role is based in Denver and duties will be performed in an office environment weekly with the majority of the work to be completed remotely. Travel and attendance at off-site work events will be required, as well as occasional work events on evenings and weekends.

This role is supportive of work across multiple departments and other operational duties. The job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Our staff is a small, tight-knit team that is driven by a shared passion for achieving our mission and vision. We are highly adaptive, fun, flexible, collaborative, and always willing to “roll up our sleeves” to get work done. You’ll be a great fit if this combination made you want to jump right in and join in on the adventure.

### **Physical Activities**

May be required to lift up to 20lbs. Work is typically performed within a home or commercial office environment, with occasional driving and travel to attend events and meet with partners. Travel outside of the state may be requested on occasion along with overnight stays.

### **Benefits**

EPIC values a culture of inclusion, flexibility, and fun, and is proud to offer the following benefits and family-friendly support:

- A flexible and fun work environment: employees are empowered to work remotely, manage family needs, and flex schedules as their job duties allow
- Access to quality health, dental, and vision care (90% of employee cost paid by EPIC)
- Short term disability, long term disability, and life insurance (100% paid by EPIC)
- Support with saving for the future through a 401K plan and an employer match (up to 3%)
- Monthly cell phone stipend and mileage reimbursement for work-related travel beyond your regular commute
- Reimbursement of child care expenses for work events outside of typical business hours
- 2 weeks of paid sick leave, 3+ weeks of vacation, and 14 paid holidays

Executives Partnering to Invest in Children (EPIC) is an Equal Opportunity Employer. EPIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual



orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

### **To Apply**

Please submit your application through our [Gusto hiring portal here](#). Instead of a traditional cover letter, you'll respond to the following short-answer questions within the application form:

1. Why are you interested in this position with EPIC?
2. What professional experiences do you have that are most relevant to this position?
3. What do you look for in a team culture, and how do you see yourself contributing to ours?
4. Please include a link to your LinkedIn profile below:

**Candidates are encouraged to submit their applications no later than January 30, 2026.**