



Position: Operations & Facilities Manager

Structure: Full-time, salaried, exempt

Location: Richmond, VA - On site in Innsbrook

Position Summary:

The Autism Society of Central Virginia (ASCV) is seeking an organized, proactive, and systems-minded Operations & Facilities Manager to help support the operational health and infrastructure of the organization during an exciting period of growth.

This role will play a key leadership role in supporting ASCV's transition into its new home, while also helping ensure the organization's day-to-day operations, facilities, technology systems, vendor relationships, and internal processes function smoothly and efficiently.

The Operations & Facilities Manager will serve as a central operational support resource for the organization, helping strengthen coordination across teams, and supporting a positive and well-functioning environment for staff, community partners, volunteers, and community members.

This position is ideal for someone who enjoys keeping operations organized and running smoothly, coordinating many moving pieces, enhancing processes, and helping teams stay supported and efficient.

Key Responsibilities:

Organizational Operations & Office Management

- Support day-to-day operational needs across the organization
- Help maintain organized operational systems, workflows, and internal processes
- Coordinate office vendors, supplies, maintenance, and operational service needs
- Coordinate onboarding logistics, workspace setup, and operational readiness for new employees
- Help ensure staff have the equipment, access, operational resources, and shared systems needed to work effectively
- Serve as an internal liaison with external operational and technology vendors as needed
- Coordinate shared operational logistics, meeting setup, and internal support needs as appropriate

- Assist in maintaining organized organizational records, operational documentation, and internal procedures
- Help support a positive, organized, and functional work environment for staff and visitors

Community Hub & Facilities Coordination

- Support operational planning and transition coordination related to ASCV's new community building
- Coordinate facility setup, operational systems, and vendor implementation during the transition into the new space
- Assist with implementation and coordination of IT and technology infrastructure, internet and phone systems, security and building access systems, reservation and scheduling systems, and office equipment and facility setup
- Serve as a key operational contact for facilities coordination, troubleshooting, and on-site operational needs
- Participate in a rotating on-call schedule to help address facility, building, or operational issues as they arise
- Help maintain operational readiness, organization, and functionality of shared community and office spaces, including support for room setup and logistics related to programs, trainings, meetings, and events
- Support the creation and maintenance of operational checklists, calendars, templates, SOPs, trackers, and compliance-related documentation
- Coordinate facilities-related vendors, service providers, maintenance needs, and operational compliance tracking

Operational Compliance & Administrative Infrastructure

- Help manage organizational operational records, contracts, licenses, and renewal timelines
- Serve as a liaison with operational vendors and partners, including insurance brokers and service providers, to help ensure policies, contracts, renewals, and organizational documentation remain current and organized
- Coordinate commercial insurance documentation and operational compliance tracking
- Maintain vendor agreements and operational service records
- Support operational policy and process documentation
- Help ensure organizational operational requirements, deadlines, and renewal timelines are tracked and maintained

Cross-Team Coordination & Organizational Support

- Help coordinate operational logistics across departments and organizational initiatives
- Support internal communication, operational follow-through, and shared organizational processes

- Assist with tracking operational projects, timelines, and implementation needs
- Help support staff with organizational policies, procedures, and operational resources
- Provide operational support for organization-wide meetings, events, and shared initiatives as needed

Qualifications:

- Experience with office management, nonprofit operations, facilities coordination, project management, or organizational operations preferred
- Experience coordinating vendors, systems, facilities, or operational processes
- Strong organizational, coordination, and project management skills with the ability to manage multiple priorities and moving pieces simultaneously
- Comfortable learning and managing operational systems, technology platforms, and organizational processes
- Strong attention to detail, follow-through, and problem-solving skills
- Excellent communication and interpersonal skills
- Collaborative, dependable, and adaptable in a fast-paced and growing environment
- Calm, proactive, and systems-minded with the ability to work both independently and collaboratively

Work Environment & Additional Requirements:

- Maintain a strong and consistent on-site presence at the community center, serving as a primary operational contact for staff, tenants, vendors, and community partners
- Ability to work evenings and weekends to support programs, events, and community activities in the center
- Participate in a rotating on-call schedule to help address facility, operational, or building-related needs as they arise
- Ability to lift and carry up to 50 pounds, including program, office, and event materials
- Ability to move throughout the facility and support operational, event, and community center activities as needed

Compensation & Benefits:

Compensation: \$60,000-\$70,000, commensurate with experience and qualifications.

ASCV offers a competitive salary, health insurance, simple IRA with match, paid time off, a monthly phone stipend, and a collaborative, mission-driven workplace culture.

All offers of employment are contingent upon reference and background checks. ASCV is an equal opportunity employer; we celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY

Please submit a resume and cover letter to **development@ascv.org**. No phone calls, please. Screening of applicants will begin on **June 6, 2026**, and will continue until the position is filled.