WE'RE HIRING

Director of Program Operations & Grant Compliance

Location: Florida-based
Schedule: Full-time
Work arrangement: Remote with possibility of periodic statewide travel
Compensation: Discussed during initial screening

About Yoga 4 Change

Yoga 4 Change is a Florida nonprofit fostering holistic wellbeing, resilience, and transformation through evidence-based trauma-informed yoga curricula. We work with public agencies, community organizations, treatment facilities, and other partners to support individuals and communities impacted by trauma.

About the Position

Reporting to the Executive Director, the Director of Program Operations & Grant Compliance provides senior leadership in grant compliance, statewide operational coordination, financial documentation, and organizational systems. The Director works collaboratively with the Executive Director to support three Regional Program Directors while preserving regional autonomy and encouraging effective cross-departmental collaboration.

Program Operations & Leadership

- Partner with the Executive Director to support and guide Regional Program Directors across Florida.
- Coordinate organizational systems, administrative workflows, and operational expectations.
- Promote collaboration, accountability, and consistent documentation across regions.
- Support implementation of regional operating plans and organizational priorities.

Grant Compliance & Financial Coordination

- Maintain grant calendars, reporting requirements, approved budgets, and documentation systems.
- Coordinate and review grant reports with Regional Program Directors, Education & Research, and executive financial leadership.
- Monitor grant budget utilization and support accurate reimbursement documentation.
- Maintain compliance records and coordinate funder monitoring and corrective action processes.
- Identify reporting, documentation, and compliance risks early.

Administrative Systems & Technology

- Develop and improve Standard Operating Procedures and shared documentation.
- Provide administrative support for Fee-for-Service invoicing and instructor payroll reporting, including relevant records from Deputy and QuickBooks Online.
- Improve work processes using Microsoft 365, SharePoint, and other approved systems.
- Help implement appropriately safeguarded, human-reviewed AI-assisted workflows to reduce administrative burden.

Strategic Collaboration

- Assess operational and compliance feasibility of prospective grants and coordinate successful award handoffs.
- Collaborate with Education & Research to support program quality and organizational learning.
- Respect that Fee-for-Service strategy, partnerships, and growth remain with the Regional Program Directors' Council, overseen by the Executive Director.

Required Qualifications

- At least five years of relevant nonprofit operations, grants administration, program management, or organizational leadership experience.
- Demonstrated experience with government or foundation grant compliance and complex reporting obligations.
- Experience coordinating staff and cross-functional projects, budgets, and administrative documentation.
- Strong organizational, communication, analytical, and problem-solving skills.
- Ability to work independently and collaboratively; commitment to trauma-informed values.

Preferred Qualifications

- Experience with Florida government grants or reimbursable funding.
- Familiarity with QuickBooks Online, Deputy, Teams, and SharePoint.
- Experience developing SOPs and implementing technology-enabled workflows.
- Yoga practice and/or yoga teaching experience; familiarity with trauma-informed yoga or yoga therapy.

Why Join Yoga 4 Change?

Help build the operational foundation for a statewide nonprofit while supporting meaningful programming, strong regional leadership, and sustainable systems.

How to Apply

Please email your résumé and cover letter to info@y4c.org with the position title in the subject line.

Equal Opportunity

Yoga 4 Change is an equal opportunity employer committed to diversity, inclusion, and equitable employment practices.