



LOS ANGELES POLICE MEMORIAL FOUNDATION

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OPERATIONS MANAGER JOB ANNOUNCEMENT

The Memorial Foundation is seeking a member of the LAPD (active or retired) to serve in the newly created position of Operations Manager at its office near Northeast station. The full job description is on the following pages.

To apply:

Please submit a current resume to lapmf.org/careers. Please include a non-LAPD email, phone number and two references.

Salary range: \$125,000 to 150,000 per year

Generous benefits package

Please direct any questions to martin@lapmf.org. Phone inquiries may be made to (323)276-5970. Please leave a message that also contains an email address to facilitate a response.

RESUME MUST BE SUBMITTED BEFORE MIDNIGHT ON 12/14/25

Best wishes for the holiday season!

**Glynn Martin
Executive Director**

Job Description: Operations Manager

Organization: Los Angeles Police Memorial Foundation (LAPMF)

Reports To: Executive Director

Location: Los Angeles, CA (In-Office position. May include off-hour, weekend, and holiday schedule)

About the Los Angeles Police Memorial Foundation (LAPMF)

For more than 50 years, the Los Angeles Police Memorial Foundation (LAPMF) has stood as a trusted and mission-driven organization dedicated to supporting the families of fallen and catastrophically injured LAPD officers. Established in 1972 by LAPD leadership and community visionaries, the Foundation has provided over \$20 million in financial, educational, and crisis assistance to officers and their families.

LAPMF's mission is clear and enduring: to honor the sacrifice of LAPD officers by providing immediate and long-term support to their families. Through funeral assistance, merit-based scholarships, catastrophic illness grants, and other programs, the Foundation delivers meaningful, life-changing support when it is needed most.

Position Summary

The Operations Manager will play a pivotal role in strengthening the operational backbone of LAPMF as it pursues transformational growth. Reporting directly to the Executive Director, the Operations Manager will oversee daily operations, implement systems and processes, and manage administrative and program functions to ensure efficiency, transparency, and scalability. This role is critical to institutionalizing practices, reducing key-person dependency, and building readiness for expanded fundraising, governance, and program delivery.

Key Responsibilities

Operational Management & Systems

- Develop, document, and maintain Standard Operating Procedures (SOPs) for all core functions (grants, payroll deductions, donor management, reporting).
- Implement and manage a CRM/donor management system to support segmentation, wealth screening, and stewardship tracking.

- Oversee compliance, reporting, and financial process controls in coordination with the Audit Committee and external auditors.
- Ensure efficient workflows by reducing manual processes and introducing automation tools where possible.

Program & Impact Support

- Support execution and tracking of core programs (funeral assistance, scholarships, and catastrophic illness grants).
- Develop and maintain a centralized data repository for grantmaking, beneficiary outcomes, and impact reporting.
- Assist in publishing the annual Impact Report, capturing success stories and program metrics for donors and stakeholders.

Governance & Board Support

- Assist the Executive Director in planning and coordinating board meetings, preparing materials, and maintaining dashboards/KPIs aligned to strategic priorities.
- Support board committees (e.g., Development, Governance, and Strategic Planning) with logistics, research, and reporting.
- Document board decisions, monitor follow-ups, and ensure accountability against governance goals.

Fundraising Operations & Donor Stewardship

- Partner with the Director of Development (once hired) to manage donor pipelines and fundraising campaigns.
- Coordinate donor communications, acknowledgments, and stewardship touchpoints.
- Support planning and execution of fundraising events, campaigns, and sponsorship initiatives.

Talent, Succession & Culture

- Support staff onboarding, cross-training, and performance review processes as staffing expands.
- Maintain succession documentation to mitigate key-person risk.
- Champion a culture of collaboration, accountability, and continuous improvement.

Qualifications

Required

- Bachelor's degree.
- Strong project management, organizational, and process improvement skills.
- Excellent written and verbal communication skills, including the ability to prepare board-ready materials.
- Proficiency in MS Office.

Competencies & Attributes

- **Operational Excellence:** Ability to translate strategy into systems, processes, and tools.
- **Detail Orientation:** High level of accuracy and accountability in managing data, compliance, and reporting.
- **Collaboration:** Works effectively across leadership, board members, donors, and external partners.
- **Adaptability:** Thrives in a lean, fast-paced nonprofit environment; comfortable building from the ground up.
- **Mission-Driven:** Passion for supporting LAPD families and honoring the legacy of fallen officers.