

Job Description



Natural Born Champions: (Operations Mentor) Job Description

Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC Fractional Operations Manager Operations Mentor

Pay
Hourly

Job Overview

NBC is seeking a highly organized and reliable Fractional Operations Manager (Operations Mentor) to support the development, compliance, and operational structure of new and existing initiatives across the organization. This role will work closely with the Executive Director to build systems, track compliance requirements, support program launches, and ensure the operational infrastructure of NBC initiatives is aligned with legal, financial, and organizational standards.

The Fractional Operations Manager will help NBC translate program ideas into structured and compliant initiatives. This role will focus on regulatory research, operational planning, internal systems development, and financial tracking to ensure NBC initiatives are launched and maintained responsibly. The Operations Manager will help develop implementation timelines, maintain operational documentation, and support the organization in meeting compliance requirements for programs such as Little Champs Academy and other NBC initiatives. This position requires someone who is self-directed, highly organized, and able to work independently while maintaining clear communication with leadership.

Operations Mentor Specific Responsibilities:

- Research and develop a step-by-step licensing and regulatory roadmap for initiatives such as Little Champs Academy, including MSDE requirements and host site regulations
- Identify required compliance documentation, timelines, and submission processes for new initiatives
- Support the development of internal operational systems to ensure compliance and organizational accountability
- Create operational checklists and process documentation for NBC programs and initiatives
- Assist with tracking program data, enrollment projections, and operational benchmarks



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- Support financial tracking including invoicing, quotes, and expense monitoring through QuickBooks and internal spreadsheets
- Assist with revenue projections and financial planning for program initiatives
- Maintain internal documentation in Google Workspace and organize operational files
- Coordinate with the Executive Director and project managers to ensure initiatives remain on track
- Provide operational guidance on staffing needs, hiring timelines, and program launch readiness
- Participate in biweekly meetings with leadership to review project updates and priorities
- Ensure operational tasks are completed accurately and within established timelines

Compensation

\$32–\$38 per hour

Up to 40 hours per month (monthly cap)

Duration

April 1, 2026 - June 30, 2026 (with opportunity to renew)

Qualifications

Education

- Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, Education Administration, or a related field preferred
- Relevant certifications in project management, nonprofit administration, or operations management are a plus

Experience

- Experience supporting nonprofit operations, program administration, or organizational development
- Experience with compliance processes, licensing research, or regulatory documentation preferred
- Experience working with startup programs, new initiatives, or small organizational teams is highly desirable
- Experience supporting financial tracking or program budgeting preferred

Skills

- Strong organizational and project management skills
- Ability to work independently and manage multiple priorities



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- Strong written and verbal communication skills
- High attention to detail and strong documentation practices
- Proficiency in Google Workspace (Docs, Sheets, Drive)
- Familiarity with QuickBooks or similar financial tracking systems preferred
- Ability to research and interpret regulatory requirements
- Strong time management and accountability

Schedule (varies upon placement)

- Part-time contract position with a maximum of 40 hours per month. Work will primarily be completed remotely with weekly meetings with leadership. Candidates located in the Eastern Standard Time zone are preferred.

Benefits

- Flexible schedule
- Opportunity to support mission-driven youth programming in Baltimore
- Professional development experience supporting new initiative launches
- Ability to contribute to the operational growth of a growing nonprofit organization

[Apply Here](#)

Contact Information

Natural Born Champions General Inquiry Email

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www.naturalbornchampions.com

Initial 90 Day Workplan



Operations Manager 90-Day Work Plan

The first 90 days of this role will focus on building operational clarity, regulatory understanding, and internal systems to support NBC initiatives, with an immediate focus on the Little Champs Academy launch and organization-wide compliance systems.

First 30 Days: Discovery and Operational Mapping

Primary Goal: Understand NBC programs, identify operational gaps, and map regulatory and compliance requirements.

Key Activities

- Meet with the Executive Director to review NBC programs, current initiatives, and upcoming projects
- Conduct an operational audit of current NBC systems, documentation, and workflows
- Research MSDE licensing requirements and regulatory steps required to launch Little Champs Academy
- Identify host site requirements, licensing timelines, and documentation requirements for early childhood programming
- Review existing program compliance structures across NBC initiatives
- Establish a centralized operations folder in Google Workspace for licensing, compliance, and initiative documentation
- Review current financial tracking systems and QuickBooks processes related to program invoicing and expenses
- Identify immediate compliance risks or operational gaps that require attention

Deliverables

- Little Champs Academy MSDE Licensing Checklist
- Operational Overview of NBC Programs, Little Champs Academy and Current Processes
- Initial Compliance and Licensing Timeline for Little Champs Academy
- Recommendations for internal operational structure improvements



Operations Manager 90-Day Work Plan

Days 31–60: System Building and Compliance Implementation

Primary Goal: Develop operational systems and compliance tracking tools that support NBC's current and future initiatives.

Key Activities

- Build operational checklists and step-by-step launch guides for new initiatives
- Develop a compliance tracker for NBC programs including licensing requirements, documentation deadlines, and regulatory checkpoints
- Support the Executive Director in outlining hiring needs and staffing timelines for Little Champs Academy
- Create internal operations documentation for program launches and initiative development
- Develop a financial tracking structure for initiative revenue, expenses, and projections
- Organize program documentation and operational records in Google Workspace
- Begin outlining an NBC Operations Playbook that documents core processes

Deliverables

- NBC Initiative Launch Checklist Template
- Compliance and Licensing Tracker
- Financial Tracking Framework for Programs and Initiatives
- Draft NBC Operations Playbook



Operations Manager 90-Day Work Plan

Days 61–90: Operational Infrastructure and Strategic Support

Primary Goal: Establish sustainable operational infrastructure that supports NBC growth and program expansion.

Key Activities

- Finalize the operational roadmap for launching Little Champs Academy
- Support preparation of required licensing documentation and regulatory submissions
- Assist in developing staffing projections and operational timelines for new initiatives
- Refine financial projections and cost structures for programs
- Finalize internal documentation for compliance and operations systems
- Review operational workflows and recommend improvements for efficiency and accountability
- Provide leadership with operational insights and recommendations for future initiative planning

Deliverables

- Finalized Little Champs Academy Launch Roadmap
- NBC Operations Playbook (Version 1)
- Program Financial Projection Template
- Compliance Documentation Framework
- 6–12 Month Operational Planning Recommendations

Expected Meeting Structure

- Weekly Leadership Meetings: The Fractional Operations Manager will meet with the Executive Director every week to review progress, address operational challenges, and prioritize upcoming tasks.

Communication

- Weekly progress updates will be provided through shared documents or project tracking tools.

Success Indicators by Day 90

- Clear roadmap for launching Little Champs Academy
- Operational documentation for NBC initiatives
- Compliance systems in place for regulatory tracking
- Financial tracking structure for program initiatives
- Organized documentation system within Google Workspace
- Leadership equipped with operational frameworks for scaling programs