



Job Description: Senior Operations Director

Reports to: co-Executive Directors

Location: Remote with a preference for tristate area (NY, NJ, CT)

Salary Range: \$120,000-\$140,000

About the AI Now Institute

The AI Now Institute is a leader in the growing field of organizations engaged on the impact of AI on society. Formed in 2017, we are known for our deep integrity, dynamic and bold approach, and unique ability to bridge build across the many actors engaging on these issues, from high level expert forums to community organizing. We have written extensively on [corporate power in the AI industry](#), [AI industrial policy](#), and [AI data center expansion](#), among other issues.

With a stable and well-resourced general operating budget, we are positioned for ambitious planning on a longer time horizon. We are intentionally scaling up our team in order to steer our capacity for urgently needed impact.

This Role

We're looking for a senior leader to support the organization through this next phase of growth. Experienced and results-driven, this individual will have a finger to the pulse of the organization, working in close partnership with our Senior Director to build the systems and processes necessary for our team to thrive. This role requires a high degree of attention to detail, strong interpersonal and project management skills. You'll need substantial experience working across financial, legal and HR and will be prepared to take over oversight and decision-making for our stable of high-level external consultant firms.

Primary Responsibilities

Manage our fractional HR, legal, and financial teams, making decisions that ensure our financial and organizational stability and accountability:

- Build and maintain sound relationships with external firms while ensuring quality results.
- Work with the external accounting firm to develop financial reporting practices that augment the co-EDs' capacity for strategic decision making.
- Collaborate with external HR consultants to ensure our organization's compliance, and that payroll, contracting and invoicing proceeds accurately and on schedule.
- Efficiently manage organizational resources according to our budget.

Lead operational processes for the organization, including:

- Developing organizational and information management systems that help leadership and staff operate with clarity.



- Prepare grant reports, program budgets, and other documentation as needed for fundraising.
- Implementing and sustaining our team culture, and the processes and practices that help our team to thrive.
- Participate in the recruitment, onboarding, and career progression of members of the team.
- Have a finger to the pulse of the organization, anticipating and problem solving for bottlenecks and obstacles.

What this could look like:

Every week

- Ensure team meetings are running smoothly, notes are taken, work is proceeding as it needs to be - and pitch in on troubleshooting when it isn't
- Make sure our team is accountable and supported on compliance issues - expenses are coded, we're accurately logging hours where needed, we document what's needed and maintain the security of the organization.
- Field requests for information from the fractional accounting team, as the person closest to the ground on how resources are being used within the organization
- Support the team for IT related needs
- Act as the first point of contact for any HR related issues that are raised by staff and troubleshoot solutions that are best aligned with organizational goals and values
- Document any staff related performance issues related to adherence to company policies and procedures

Every month

- Ensure we're on track for accounting and compliance timelines
- Review variance reporting and make decisions about adjustments to the financial forecast in conjunction with the fractional accounting team
- Write a brief report for the Executive Director team highlighting the overall state of operations, what work is in progress, and what needs are on the horizon

Every Quarter

- Report on our 'big rocks' - our progress against the key results and objectives for the organization

Every Year

- Participate in strategic discussions with the leadership of the organization, defining key objectives and working to identify achievable key results that are clear and measurable

Skills, Qualifications and Experience

- 10+ years of experience in operations roles.



- Strong understanding of financial and HR functions and organizational compliance to enable sound decision making. Experience across differing organizational environments is a plus.
- Unwavering attention to detail and high levels of organization, ensuring precision and thoroughness in all tasks.
- Proven capability to drive process improvements, showcasing a proactive approach to refining and optimizing workflows.
- Excellent project management skills, including demonstrated proficiency in collaborative project management tools such as Google Workspace and Slack
- Highly collaborative and eager to support individual team members' growth and the success of the organization.
- Excellent communication abilities, able to liaise with many people from various backgrounds.
- Ability to navigate and excel in a dynamic work environment, including agile multi-tasking to adeptly manage multiple work streams with flexibility and adaptability.
- A high degree of professionalism and confidentiality.

Job Details:

- **Compensation and Benefits:** We offer competitive compensation and benefits packages. The salary band for this role is \$120,000-\$140,000 depending on location, skills, and experience and we are open to exploring a flexible time arrangement with highly qualified candidates.
- **Location:** This is a full-time role with a strong preference for an Eastern Standard Time Zone. Most members of the organization are based in New York City, and will begin working flexibly out of a shared office space in the Flatiron District in fall 2026.

To Apply

AI Now is committed to the principle of equal employment opportunity, and our commitment extends to our hiring process. If you believe this is a role that you will excel at, even if you don't meet all the job requirements listed, we suggest that you apply anyway.

To do so, please send a cover letter indicating why you are interested in this role and outlining your relevant skills and experience, along with a copy of your CV, to jobs@ainowinstitute.org. Please use the subject line: Senior Operations Director - [Your name]. Applications are due **May 25, 2026**.

Please Note: If you use AI for any part of your application, please disclose at the bottom of your cover letter which tools you used and how.