



[CLOSED] Operations Manager

Location: Remote, preferred overlap of 2-4 hours with UK time

Type: Full-time

Compensation: \$2,500-\$5,000 per month, depending on need and location

Start date: ASAP

Deadline to apply: Rolling window, preference given to applications received by July 17

About AMI

One in twelve maternal deaths worldwide is a woman in Nigeria who didn't want to be pregnant. Many of these deaths are preventable: contraceptives allow women to avoid pregnancies they do not want. Nigeria's public clinics have the clinics and trained staff to provide them, but the vast majority of public health facilities run out of stock regularly.

Access to Medicines Initiative (AMI) closes that gap. We deliver contraceptives directly to public health facilities, help state governments fund and sustain their own procurement, and build the data systems that route supply to where it's short.

Our pilot across 137 facilities in two states in Northern Nigeria raised contraceptive use by an average of 75%. We now cover all of Katsina State, with a projected 7,100 unintended pregnancies averted and 43 lives saved this year.

We expect to scale our impact substantially over the next few years. To do that well, we need AMI to become a reliable, efficient, and scalable organisation. That is where this role comes in.

The role

We are looking for a fast-moving, conscientious Operations Manager to own the wide variety of operational, administrative, logistical, and systems-building tasks that come up in the life of a small, ambitious, growing nonprofit.

This is not a simple admin role. You will be responsible for building the operational backbone of AMI: making sure payments happen, contracts are tracked, travel is organised, processes are documented, and nothing important quietly falls through the cracks.

The role will be varied, and responsibilities will grow depending on organisational needs and personal fit. We are looking for a strong generalist who is excited to take ownership of whatever needs doing.

The responsibilities

Financial operations

- Processing payments to contractors, workers, vendors, and partners
- Managing invoices, reimbursements, disbursements, and payment trackers
- Supporting grant agreements, budget tracking, and financial reporting

Compliance, contracts, and legal administration

- Tracking grant requirements, reporting deadlines, and contractual obligations
- Managing agreements, signatures, filing systems, and document version control
- Supporting entity setup and legal administration in Nigeria and the UK
- Helping us stay compliant across multiple jurisdictions as we grow

Travel and logistics

- Handling visas, flights, accommodation, itineraries, transport, and contingency planning
- Making sure travel is cost-effective, well-documented, and low-friction for the team

Data and quality control

- Conducting quality control on incoming data from field teams
- Coordinating with programme and M&E staff to resolve issues quickly
- Helping improve the systems through which field data is collected, cleaned, and used

Systems-building and process improvement

- Turning informal processes into clear, repeatable workflows
- Building trackers, templates, checklists, dashboards, and documentation
- Identifying bottlenecks and proposing practical fixes

Who you are

- **You are highly reliable.** You keep track of details across multiple workflows, follow up consistently, and make sure important tasks move forward.
- **You are organised and systematic.** You have a clear way of managing tasks, deadlines, documents, and open loops. You help create order in ambiguous situations.
- **You work quickly and use good judgement about how much effort a task deserves.** You know when something needs to be precise, when something needs to be practical, and how to balance speed with quality.
- **You prioritise well across competing demands.** When several things need attention at once, you can identify what matters most, communicate clearly, and make steady progress on the right things.



- **You are proactive and solution-oriented.** You notice problems early, think through options, and take initiative to move work forward.
- **You are calm and adaptable in dynamic environments.** AMI is a small team doing high-stakes work across complex settings, and you are comfortable operating when plans change, information is incomplete, or priorities shift.
- **You communicate clearly and concisely.** You write and speak in a way that makes it easy for others to understand what is happening, what is needed, and what comes next.
- **You use AI tools thoughtfully.** You are excited about using AI to improve speed, quality, and systems, and you have the judgement to know where human review, precision, and accountability matter most.
- **You are motivated by impact.** Much of the work will be practical and behind the scenes, but it directly enables AMI to deliver contraceptives, strengthen public health systems, and save lives. You care about making the organisation more effective because you care about the real-world outcomes that effectiveness makes possible.

We care more about your skills, potential, and mission alignment than we do about perfect CVs.

What to expect

AMI is a small, fast-growing organisation, so this role will involve a high degree of ownership, variety, and ambiguity. You will often be helping to build the systems you then run, rather than stepping into fully established processes.

The work will span multiple areas, including finance, compliance, contracts, travel, data quality, hiring support, and internal systems. Some tasks will be familiar; others will require you to learn quickly, ask good questions, and make reasonable progress with incomplete information.

You will have support from the rest of the team, but we are looking for someone who enjoys taking initiative, creating structure, and turning messy operational needs into clear next steps.

This role is best suited to someone who is energised by broad responsibility, practical execution, and the chance to help shape how a high-impact organisation operates as it scales.

What we offer

- Flexible hours and working schedule
- Flexible location and fully remote working, with the option to work in the Ambitious Impact office in London
- A high level of autonomy in your work
- A supportive team and access to a network of high impact individuals passionate about improving the world



How to apply [NOTE: Applications are now closed]

We use a short screening form as the first step. It includes some background questions and a brief practical exercise. You can access it here: <https://forms.gle/MymFRVrVaW1T4RVH7>

If you advance, you'll be invited to complete a structured assessment task, which is designed to reflect the actual work of the role. After the task, we'll conduct a final interview with a few top candidates.

The process is designed to be efficient. We won't take more of your time than we need.