



At Nonprofit Lifecycles Institute, we're pursuing a future where vibrant nonprofits across the globe thrive, working in harmony with the communities they serve. We cultivate a healthy, dynamic, and collaborative ecosystem of nonprofits, funders and consultants throughout the US and Canada.

We are looking for someone that thrives in a changing environment, someone looking to build their own career path connected with the nonprofit sector. We seek an individual to take creative, innovative risks, learn from those experiences, and apply that knowledge to future projects.

The primary responsibilities for this position include:

- Creating systems to support the growing operations of the Institute, developing digital expansion plans and ensuring ongoing digital messaging
- Developing membership/stakeholder activities that support professional development and engagement
- Serving as the primary contact and relationship manager for all current and prospective members

In this position, you will be working closely with the CEO and the Institute members, it is important that this individual is adept at fostering professional relationships. You will be expected to positively represent the Institute in all your interactions.

To be considered you must have:

- Exceptional interpersonal and communication skills with a variety of stakeholders
- Experience working on your own with proven results
- Comfort with working in a changing environment
- High-level of accountability and continuous learning mindset
- Demonstrate problem-solving skills and be a self-starter

Exceptional candidates will also have experience:

- Working in or with the nonprofit sector and an understanding of the Nonprofit Lifecycles model
- Managing events, member relations, marketing & communications, and/or developing sponsorship strategies
- With Wild Apricot, Word Press, Canva, word processing software, and a general interest and curiosity with emerging software and technology platforms
- Experience successfully working in flexible work environments
- Preference given to residents of the Phoenix metropolitan area

While the Institute highlights characteristics of an exceptional candidate, we encourage anyone that meets the required characteristics and is excited to gain the skills listed in the exceptional characteristics.

If you are interested in the position, please send a cover letter and resume in a single pdf to admin@nonprofitlifecycles.com with the subject line titled "Operations Manager: Last Name, First Name" articulating your experiences and interest.

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