



Job Description

Position Title: Operations and Development Manager

Positions Status: Regular Full-Time

Reports To: CEO

The Organization:

The Massachusetts Nonprofit Network is the voice of the nonprofit sector in Massachusetts and understands that strong nonprofit organizations build strong communities. MNN is the only statewide organization dedicated to supporting the entire sector through policy, awareness and capacity building strategies. MNN includes nearly 500 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape.

Job Summary:

The Operations and Development Manager plays a critical role in keeping the office and staff functioning smoothly, supporting the CEO, serving as a liaison to the MNN Board of Directors and to helping identify, secure and engage donors and funders.

Essential Job Functions:

Operations

- Responsible for working with off-site financial and accounting services on all matters related to budgeting, revenue and expenses
- Coordinate all details related to the recruitment and engagement of interns, AmeriCorps VISTAs, and volunteers
- Support the administrative needs of the CEO
- Coordinate all communications and logistics related to the board and board committees
- Responsible for the management of office resources, vendors, technology and supplies
- Responsible for tenant / landlord matters

Development:

- Work with CEO to identify and research potential funding sources
- Prepare packets, background materials, and research to present to funders.
- Draft grant proposals, reports and correspondences for funders and be responsible for their timely submission.
- Engage donors and sponsors throughout the year through events and regular communications

Qualifications

- A Bachelor's Degree or equivalent is desired
- Exceptional organizational skills are a must
- Strong written and verbal communication skills
- A entrepreneurial work ethic and a desire to "get the job done"
- Willingness to share own ideas, even among senior staff and board members
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)
- Interest and commitment to enhancing the effectiveness of nonprofit organizations
- Some knowledge in computer support and operations, preferred

This position is salaried, commensurate with experience.

Notice of non-discrimination:

The Massachusetts Nonprofit Network (MNN) is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of MNN to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, MNN is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, MNN will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of MNN.

To Apply:

To apply, please submit a resume and brief cover letter to info@massnonprofitnet.org. For questions, please email the MNN staff at info@massnonprofitnet.org. No calls, please.