

Make Philanthropy Work Operations Manager

Full-time: 40 hours a week, or negotiable

Salary: \$55,000 - \$65,000 annual

Location and schedule: Hybrid Office

Not a typical operations manager position, this is an opportunity to join one of Colorado's fastest-growing, most innovative, respected nonprofit consulting firms. Join a team that works tirelessly to improve and strengthen fundraising programs for immediate and lasting results. A team committed to creating the best fundraising solutions to solve the world's greatest challenges.

MPW partners with higher education, associations, and nonprofits of all types and sizes to provide consulting services that bolster missions and propel change. Our clients represent and serve communities from diverse backgrounds, and we value our role in supporting inclusive missions. As such, we aim to build diversity in thought and experience in our work, honoring all community members' diverse strengths, needs, voices, and backgrounds. We encourage individuals of all backgrounds to apply for this role.

If you thrive in a fast-paced environment, are always searching for the best solutions, and don't shy away from complex challenges, we have the job for you. We have the job for you if you are committed to excellence, desire to grow with a rapidly expanding consulting firm at the forefront of nonprofit fundraising, and pursue your work with purpose. We want to talk to you if you are committed to making the world a better place, hungry to solve problems, and willing to learn and teach.

Responsibilities:

- Primarily - be a valuable member of the MPW team.
- Secondary:
 - Schedule appointments, manage calendars, and keep the momentum going (keep the trains running and on time)
 - Format documents, edit for spelling and punctuation, proofread, and edit the final copy
 - Assist with special projects or administrative tasks as needed
 - Coordinate large in-person and virtual meetings, training sessions, and webinar logistics
 - Create marketing, sales, and client presentations with PowerPoint or other programs
 - Create and run reports
 - Provide marketing support through our Hubspot system and social media
 - Provide client support with other team members or solo

- Maintain and improve our client and prospect tracking software.
- Redesign and reformat final deliverables such as documents, reports, and presentations to create a professional look
- Make travel arrangements, handle travel itineraries
- Special projects as needed

Requirements:

- Excellent interpersonal and customer service skills
- Conscientious about the work
- 2 -3 years of administrative experience
- Detail-oriented
- Proficient writing and editing skills required
- Strong verbal and written skills
- Strong MS Office skills
- Familiar with CRM software, HubSpot knowledge is a bonus
- Must possess the ability to multitask and meet deadlines
- Bachelor's degree

What we are looking for in an Operations Manager

- Believes in our purpose and the purpose of our clients
- An honest and open person, especially when faced with challenges
- Sense of humor or capable of laughing at bad jokes
- Reliable, hard-working, self-starter, takes initiative
- Team player
- Strives for excellence
- Love for learning and trying new things
- Active listener
- Problem solver - relishes challenges and figuring things out
- Nice and friendly goes a long way
- Nurturing – a caretaker to our team and clients
- Wants to make the world a better place

Please submit your resume and cover letter to careers@makephilanthropywork.com

This position posting will close at 5 p.m. MST on **September 25, 2024**. We will respond to all applications that meet basic guidelines and intend to offer the position to the best-qualified candidate by **October 9, 2024** with the flexibility to start immediately or on a mutually agreeable date.

MPW loves diversity and equal opportunity in every way. We build teams that represent people with diverse skills, experience, backgrounds, and perspectives. When our teams are more diverse, we get better answers and results for our clients. Diversity also makes a more fun and interesting workplace.