**SUMMARY**

The DCNP Manager provides management, administration, and support to the DCNP. This individual works closely with the Grants & DCNP Director and the DCNP Steering Committee to execute the DCNP’s strategic plan and identify opportunities to fulfill its mission. Primary responsibilities include coordinating training, events, and professional development opportunities, implementing programs, managing and updating DCNP’s website and social media accounts, managing DCNP’s annual membership processes, designing marketing and promotional materials, providing project management for DCNP’s annual conference, annual giving day, and other initiatives, and executing internal and external communications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Membership/Programming – 50%**
- Responsible for expanding, diversifying, and retaining DCNP’s membership.
- Conduct outreach to current and prospective members.
- Provide excellent customer service to members and strive for strong member engagement in programming.
- Plan and organize high-quality programming that helps member organizations to be more successful.
- Support program evaluation efforts to gather feedback about programs and report outcomes.
- Organize events that provide networking opportunities for members.
- Play integral role in successful implementation of large events (e.g., Nonprofit Day and Give DeKalb County).

**Communications/Marketing/Administrative – 30%**
- Promote DCNP and communicate about opportunities through a variety of channels such as presentations, electronic newsletters, and website content.
- Update and maintain the DCNP’s and Give DeKalb County’s websites and social media accounts.
- Design high-quality, professional, and creative graphics, flyers, and marketing materials.
- Execute emails and correspondence to members, Steering Committee, and subcommittees in a timely matter in order to keep all stakeholders apprised of current events, efforts, and offerings.
- Prepare handouts/paperwork, agendas, and minutes for meetings.

**Committees/Strategy/Planning – 10%**
- Provide support to the Steering Committee and subcommittees and attend all meetings.
- Collaborate with the Steering Committee and subcommittees in achieving the DCNP’s strategic goals.
- Effectively implement the DCNP strategic plan in coordination with Grants & DCNP Director.
- Coordinate with Grants & DCNP Director on resource acquisition, financial management, and DCNP budgeting.

**Relationship Building/Networking – 5%**
- Develop and maintain strong relationships with the Steering Committee and subcommittees, DCNP members, DeKalb County Community Foundation (DCCF) staff, DCCF Board, and other stakeholders.
- Attend applicable professional training, community networking, and meetings as agreed upon.

**General Responsibilities – 5%**
- Attend DCCF staff meetings and appropriate DCCF Board meetings to ensure cross-functionality and information sharing with fellow DCCF colleagues.
- Provide general assistance as needed, including assisting with office coverage and special projects.
- Uphold the DCCF’s values and work integrity, while ensuring quality and timely deliverables.
Adhere to the policies and procedures of the DCCF and National Standards for Community Foundations.
Travel within the area to attend meetings as well as periodic evening and weekend work.
Work with office equipment such as computer workstation and printer/copier/fax machine.
Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Demonstrated project management skills.
- Ability to prioritize and manage multiple projects/deadlines simultaneously.
- Extremely organized and attentive to detail.
- Ability to develop relationships with a wide variety of people and organizations.
- Ability to invite, engage, and support stakeholders in the work of DCNP.
- Ability to work under deadline pressure.
- Ability to see both the larger picture and the detailed steps needed to achieve it.
- Excellent written, verbal, and presentation skills.
- Strong marketing and outreach skills, including design of marketing materials, website management, and social media communications.
- Understanding of the local nonprofit community.
- Ability to be flexible and work comfortably in a fast-paced environment.
- Optimistic and enthusiastic; passionate about the DCNP’s mission.
- Strong problem solving skills; practical, discerning, and respectful.
- Solid understanding of nonprofit organizations - how they operate, common challenges, etc.
- Fundamental concern for others and belief in the power of philanthropy.
- Commitment to community and to providing excellent customer service.

EDUCATION/EXPERIENCE

- Minimum Bachelor’s Degree. Graduate degree a plus (in related field).
- Minimum of 3 years relevant experience, 5+ years of nonprofit management experience preferred.
- Demonstrated relationship building success.
- Demonstrated oral and written communication skills.
- Excellent computer skills (e.g., MS Office, electronic database programs) and aptitude to learn new programs quickly. Experience with WordPress and Canva a plus.
- Experience managing content across multiple platforms (e.g., social media, website, electronic newsletter, etc.).

KEY PERFORMANCE INDICATORS

- Works collaboratively to successfully implement the DCNP strategic plan.
- Provides high-value programming and events for members and successfully engages members in these offerings.
- Successfully expands, diversifies, and retains the DCNP’s membership base.
- Strong, positive working relationships with the DCNP Steering Committee, members, DCCF staff, and other stakeholders in the community.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals to perform the essential functions. This job description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. In no way does this job description constitute a contract, implied or otherwise.