

Job Title: Nonprofit Consultant

Organization: Nonprofit Management Center

Location: Midland, TX

Closing Date: 4/15/2020

Job Description:

SUMMARY DESCRIPTION: The Nonprofit Consultant is responsible for developing, planning, implementing, marketing and evaluating programs to improve effectiveness of nonprofit organizations in the Permian Basin.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1) Consulting, training, and providing information and referral services on a full range of nonprofit management topics
- 2) Creating new ways to strengthen the capacity of nonprofits with emphasis on fundraising, board governance and financial management
- 3) Ensuring high satisfaction among clients and evaluating the effectiveness of work performed
- 4) Researching issues and areas of concern to the nonprofit sector including monitoring trends and best practices
- 5) Sustaining the visibility and credibility of the NMC in the region
- 6) Networking with colleagues and representing the organization and its mission to clients, funders, community leaders, and the community at large
- 7) Increasing program income and diversifying funding sources for the Center
- 8) Delivery and development of presentations on a variety of topics relevant to nonprofit management
- 9) Assist with grantwriting and fund development for NMC

Qualifications:

- Bachelor's degree in business administration, management or related field
- Significant experience in business and/or nonprofit leadership as staff or volunteer
- Advanced coursework in nonprofit management and leadership
- Experience in budgeting, financial management and fiscal control
- Successful fundraising experience, including grant writing
- Effective communications and team building training skills
- Experience with or education in, adult learning, group dynamics, facilitation

- Ability to work independently and collaboratively; able to work with staff at all levels of a nonprofit in a consultative role
- Proven ability to manage and organize multiple time sensitive projects, while providing attention to detail and accuracy
- Advanced computer skills required in Microsoft Office and accounting and fundraising software programs
- Working knowledge of computer hardware
- Ability to develop educational programs based on the needs and interests of customers
- Competence in outcome evaluation processes
- Excellent customer service and negotiation skills
- confident, energetic and enthusiastic
- Self-motivated

SUPERVISION: Director of the Nonprofit Management Center

REPORTS TO: Director of the Nonprofit Management Center

Full-time, exempt position

How To Apply

Send resume to Laurie Johnson at ljohnson@nmc-pb.org