



## ***Nonprofit Job Descriptions***

### **Accountant**

An accountant participates in responsible financial management according to specialized financial rules that pertain to nonprofit organizations exclusively. Many responsibilities of an accountant in nonprofit are similar to for-profit accountants, which include monthly reconciliations of accounts, asset management and depreciation, reporting tasks, and completing task documents. Additional responsibilities for a nonprofit accountant include oversight of incoming donations, grant management, and ensuring funds are used properly. A bachelor's degree in finance or accounting is required, and prior experience in the field is sometimes required.

*Skills: attention to detail, good record-keeping skills, communication skills, critical thinking, organization, industry knowledge in accounting, adaptability*

### **Administrative Manager**

An administrative manager supervises clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees. The role includes setting policies and procedures in the employee handbook for training, coaching, counseling, and career development for staff. An administrative manager is responsible for running payroll, overseeing benefit enrollment, and the recruiting, hiring and training process. A college-degree is preferred for an administrative manager, and students enrolled in an undergraduate degree program can receive an HR certification from the Society for Human Resource Management (SHRM).

*Skills: listener, understanding, flexible, empathy, organized, prioritize, scheduling and planning, administrative writing and reporting skills*

### **Advancement Director**

The chief responsibility of an advancement director is to advance the mission of the organization by bringing in resources to fund the mission and programs. Advancing the

mission of the organization entails promoting, strengthening, and maintaining a brand in the community through relationships and partnerships. The objective of an advancement director is to oversee the identification, solicitation and development of community, corporate, local and national funding sources to meet fundraising goals. Tasks include putting out press releases, publishing stories in print, online and through word-of-mouth, grant writing, writing letters to donors, and targeting donors.

*Skills: relationship-building, written and oral communication, detail-oriented, attentive, consistency, financial awareness, open-mindedness, passionate, fundraising knowledge, listener*

## **Associate Director**

An associate director is tasked with assisting the executive director to provide additional administrative support to the organization. The main responsibilities of an associate director include developing strategic plans related to fundraising, donor retention programs, events for major donor societies, public events related to fundraising, and other endeavors. An associate director contributes to the management and implementation of the organization's overall strategy to address new initiatives and needs, as they arise. The associate director fills the gap with what the executive director is not able to complete.

*Skills: excellent communication and interpersonal skills, computer skills, teamwork, writing skills, resourcefulness, problem-solving, collaborative*

## **Camp Director**

A camp director establishes camps and partners with organizations that will support the camp to create lasting relationships in the community. A camp director handles administrative duties and supervisory responsibility for staff and campers. The position includes coordinating and writing all curriculum for the camps to provide a memorable camp experience. A camp director strives to foster friendships and encourage social and emotional learning.

*Skills: communication, passion, flexibility, playfulness, energetic, listener, zest, proactiveness*

## **Communications Director**

The communications director will set and guide the strategies for all communications, website, and public relations to consistently articulate the mission of the nonprofit

organization. The communications director will create a brand/marketing strategy to build external relationships with the organization's constituencies, including funders, the media, public officials and key influencers. Responsibilities include developing the communications plan and outreach strategies, generation of online content, management of print and electronic collateral, website maintenance and updating, measuring the level of engagement, and management of all media contacts.

*Skills: willingness and ability to work independently, leadership, entrepreneurial work ethic, ability to prioritize, collaborative style, high energy*

## **Data Analyst**

A data analyst collects and performs research to provide analytical support to any or all divisions of the organization. Responsibilities include pulling and extracting raw data to illustrate how the nonprofit organization succeeded at achieving its mission. Typically, a data analyst puts together a well-organized final report to deliver to the board members and management at the end of the year. The final report created by a data analyst communicates that the nonprofit is hitting its goals. A data analyst frequently uses tools such as Microsoft PowerPoint, Microsoft Excel, and computerized graphing models to analyze and illustrate the data.

*Skills: mathematical ability, tech-savvy, problem-solving, accuracy and attention to detail, ability to analyze, model and interpret data, written and verbal communication*

## **Education Director**

An education director designs and implements educational programs directed at members of the organization or the general public. The main responsibility of an education director is to develop curriculum or content for classes, lectures, conferences, or other educational programs. Sometimes, an education director serves as oversight for the operations of certification or credentialing programs. The role requires the ability to create, schedule, prepare, and execute a diverse array of quality educational programming. An education director fulfills the purpose of advancing the organization's mission by providing personal development opportunities and educational experiences.

*Skills: strong writing skills, communication, organization, networking, experience in basic technology and software*

## **Events Manager**

An events manager is responsible for the management and coordination of the planning of events for the nonprofit organization. Depending on the size of the organization, an

events manager may have volunteers to help with coordinating the event and soliciting sponsors. In the case that an events manager works with volunteers, the event manager focuses on keeping the volunteers excited and engaged to ensure the nonprofit organization is maximizing its contacts. The events manager develops relationships by introducing sponsors and donors to the mission of the organization.

*Skills: detail-oriented, organization, coordination, proficiency in computer applications, ability to plan and administer multiple concurrent projects*

## **Executive Director**

The executive director is responsible for overseeing the administration, programs, and strategic plan of the organization. Executive directors manage all of the departments within the nonprofit, including fundraising, program development, HR management, and accounting. An executive director acts as a link between the Board of Directors and the rest of the organization. While the majority of the organization works on the present, an executive director focuses on growth and expansion in the future to keep things moving forward. In a smaller nonprofit organization, the executive director typically manages financial reports each month.

*Skills: flexibility, strategic thinking, responsibility, empowering others, listener, leadership, trustworthy*

## **Finance Director**

A finance director provides overall leadership, oversight, and accountability for all financial and accounting functions of the organization. Responsibilities of a finance director include maintaining accurate financial statements and reports and ensuring compliance with internal financial and accounting policies. At year-end, the finance director prepares for the annual audit and works with an outsourced accounting firm to provide all information necessary of financial statements. The finance director is responsible for preparing financial reports and completing an external audit to submit to the Board of Directors. Prior experience in accounting, financial tracking of expenses, financial planning and analysis, budgeting, and audit with a business degree is typically preferred.

*Skills: strong working knowledge of accounting principles and standards, ability to multi-task, working under pressure, meeting deadlines, high attention to detail and accuracy, ability to handle confidential information*

## **Founder**

A founder has the passion, drive and ability to attract both volunteers and necessary funding to the nonprofit. Without the founder, the nonprofit organization would not be in existence. The founder serves as the face of the organization and draws volunteers to the mission through a charismatic personality. The founder of the organization is fundamental to the organization's survival and success. As a founder of a nonprofit organization, it is important to choose people that you can trust and share your passion with.

*Skills: humbleness, honesty, inspiring, passionate, trustworthy, enthusiastic*

## **Hospital Coordinator**

(depending on the mission of the organization)

A hospital coordinator serves as a liaison between the nonprofit organization and the hospital to educate patients and families on the mission of the organization. Responsibilities include oversight of the completion of online and/or paper forms that provide information on patients. Depending on the level of interest, the hospital coordinator reaches out to educate individuals of the organization and sends an invitation to various programs and events.

*Skills: connection, supportive, comforting, understanding, ability to relate to others*

## **IT Consultant**

An information technology consultant is responsible for implementing technological solutions to solve business problems and creating a schedule for analysis, implementation and testing of technology within the nonprofit organization. Nonprofit technology consultants are experts in the nonprofit software solutions that power the mission of the organization and help manage donor information, market campaigns, and track fundraising data. The technology consultant helps assess operations and develop strategic improvements that can boost a nonprofit organization's efforts.

*Skills: discipline, long-term vision, ability to learn, love of learning, drive, curiosity, diligence, resilience, adaptability*

## **Marketing Manager**

A marketing manager contributes to the planning and implementation of strategic and product marketing while leading business development initiatives to support the mission and vision of the nonprofit organization. The goals of a marketing manager are to expand awareness, engage the public, attract new audiences, develop marketing, build market share, and generate leads in all markets to increase overall profit contribution. A marketing manager is responsible for devising and managing local marketing initiatives and performing marketing research within the community to identify target audiences and needs.

*Skills: communication, writing and editing skills, keen eye for graphic design, attention to detail, creativity, ability to adapt*

## **Operations Manager**

An operations manager is responsible for all facility operations, including technology and mechanical systems. The operations manager oversees all non-programming activities to ensure that the organization can operationally support all functions. Responsibilities include working with outside agents including the landlord, accountants, and auditors to ensure that the operational aspect is in order. An operations manager must be able to juggle multiple competing priorities at the same time to be able to understand that the needs of the programs are being met. Based on current needs, the role of an operations manager may change from time to time.

*Skills: time-management, multi-tasking, financial understanding, technological ability, negotiation skills, motivated*

## **Program Director**

A program director develops and implements all programs and partnerships that are fostered through the organization. The program director advances the program by expanding the organization's reach and presence in the community. A program director will assess the needs of the organization to ensure that program objectives are being met by planning, organizing, staffing, leading, and controlling program activities. Being able to step into any part of the organization at any moment to provide assistance is a critical part of the position.

*Skills: speaking ability, adaptability, communication, patience, supportive, flexibility, relationship-oriented*

## **School Coordinator**

For a nonprofit organization that works with schools, a school coordinator is essential to assist teachers, school staff, parents, community members, and students in improving student achievement. To fulfill these duties, a school coordinator structures lesson plans for teachers to use to educate students on service. The school coordinator serves as a liaison for students, teachers, and the nonprofit organization by developing and maintaining programs offered at the school.

*Skills: organization, office abilities, collaboration, understanding, communication, trustworthy*

## **Staff Attorney**

(depending on the mission of the organization)

A staff attorney serves as direct representation for clients and performs policy work to guide projects. The staff attorney represents clients in court on cases that could not be represented by a public defender to help remove legal barriers including the dropping of charges or getting costs waived. Clients are referred to a staff attorney by a case manager or referral from other clients. An example of policy work includes analyzing the intersection of the juvenile justice system and homelessness to determine causes and effects. The educational requirements include 4 years of undergraduate study, followed by 3 years of law school. Most states and jurisdictions require a Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA).

*Skills: multi-tasking, empathy, patience, problem solving, knowledge of the law, understanding people*