



## POSITION ANNOUNCEMENT

### Nonprofit Education Specialist

**This is your opportunity to help strengthen nonprofits throughout Oregon!**

Status, Work Hours:	Regular, full-time, exempt (40 hours per week)
Annual Salary:	\$60,000 + generous benefits package
Closing Date:	Open until position is filled.

*Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early.*

#### **Position Summary**

Are you passionate about serving Oregon's nonprofit sector? Do you have significant practical knowledge of nonprofit management and have experience in curriculum development and experiential education? If so, you might be the ideal candidate to become a Nonprofit Education Specialist with the Nonprofit Association (NAO). We are seeking to add a dedicated team member who can deftly manage a portfolio of NAO programs, while developing and implementing new programs and resources. The Nonprofit Education Specialist plays a critical role in all aspects of NAO's Learning, Convening and Nonprofit Resource programs which consist of in-person and online event delivery. The ideal candidate has recent hands-on experience in nonprofit management. Candidates from communities around the state of Oregon will be considered.

#### **About the Nonprofit Association of Oregon**

NAO is the statewide membership organization serving Oregon's nonprofit sector. Our mission is to strengthen the collective voice, leadership and capacity of nonprofits to enrich the lives of all Oregonians. Collectively, Oregon's nonprofit organizations make a significant and positive impact on our community and economy and NAO is proud to represent, be a resource for and advocate on behalf of our members and the nonprofit sector. NAO's core values of Collaboration, Equity and Inclusion, Excellence, Impact, Learning, Service and Stewardship guide our delivery approach to programs and services.

#### **Duties and Responsibilities of the Nonprofit Education Specialist**

- Develop and implement programs, services, and activities that improve and advance nonprofits of all sizes, geographic locations, and missions across Oregon.
- Develop content and curriculum for nonprofit education programs and NAO training events.
- Develop tools, handouts, guides, exercises, and other resources in support of education programs and NAO's resources library.
- Stay up to date with nonprofit sector law, changing climate, and relevant issues.
- Liaise with consultants and other resource providers that may serve as speakers and presenters, developing and maintaining a network.
- Work to assess nonprofit training needs and tailor NAO's programs and resources responsively.
- Provide onsite support, hosting, and relationship building at NAO and partner events as needed.
- Provide accurate and timely reporting of program status throughout its life cycle.

- Ensure NAO learning and convening events build on and leverage NAO's thought leadership, membership and advocacy efforts, and the strength of our business verified affiliate talent pool.
- Work with the Director of Nonprofit Leadership & Learning to ensure programs and services meet strategic, budgetary, and timeline goals.
- Work with the Director of Nonprofit Leadership & Learning to conduct and implement programmatic evaluation plans including tracking outcomes and feedback surveys, and making program adaptations.
- Work with the Director of Nonprofit Leadership & Learning to ensure NAO's programs meet grant, sponsor, and partner obligations. And, as needed, support the development and reporting of grant applications and reports to donors on learning events.

### **Minimum Qualifications**

- Master's Degree in Education, Nonprofit Management and/or at least 10 years of comparable professional experience.
- Content expertise and mastery more than one area of Nonprofit Management.
- A sophisticated understanding of the core principles of adult education theory and an ability to apply that learning in a variety of contexts with learners at all levels.
- Exceptional public speaking and presentation skills.
- Strong interpersonal intelligence and audience engagement skills.
- High cultural competence and cross-cultural communication skills.
- Strong project planning and problem-solving skills relationships management skills
- Demonstrated experience with program and project management and the ability to manage a complex portfolio of projects.
- Excellent written, verbal and interpersonal communications skills with the ability to deliver effective communications and training to a diverse audience of nonprofit professionals in urban, rural communities, across a variety of organizational types, levels of knowledge, and cultural orientation.

**Job Specifications:** This position is primarily remote, with travel to on-site trainings throughout Oregon.

**Terms of Employment & Compensation:** This position is primarily remote, with travel to on-site trainings throughout Oregon. Starting salary is \$60,000. We offer a generous benefits package that includes: health, dental, paid vacation and personal leave time, and participation in a 403(b)-retirement plan with an employer match. This is a regular, full-time, exempt position.

**How to Apply:** Please submit a cover letter describing your interest and talents for this position and include a detailed resume that speaks to the responsibilities and qualifications listed above. Please submit your materials in by email to [jobs@nonprofitoregon.org](mailto:jobs@nonprofitoregon.org). NAO will review applications on a rolling basis. Candidates are encouraged to apply early. The position is open until filled. After submitting your application, you will receive an acknowledgment email and an invitation to complete an anonymous four-question survey to help us track and analyze our ability to attract a diverse pool of candidates.

NAO is an equal opportunity employer and is committed to hiring staff that represent the communities we serve. Racial, ethnic, and religious minorities, LGBTQIA+ people, people with disabilities, and veterans are encouraged to apply.

**Please visit our website [www.NonprofitOregon.org](http://www.NonprofitOregon.org) to learn more about the Nonprofit Association of Oregon and our programs and services.**