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POSITION: Project Manager LOCATION: Leesburg, VA
COMPENSATION: \$40-\$50K, depending on work schedule, professional experience and education
STATUS: Part-Time, Exempt; employee benefits are available
SCHEDULE: Two options are available:
8:30 am-5:00 pm – Monday, Tuesday and Wednesday OR 8:30 am-5:00 pm – Monday-Thursday

The Nonprofit Risk Management Center (NRMC) is a small but nimble and nationally known nonprofit that provides educational resources and consulting help to nonprofits. NRMC seeks a Project Manager to work from our Leesburg, VA office. The professional hired for this position will lead and support consulting projects and product development initiatives, champion the marketing of NRMC products and services, and serve as a trusted resource for our consulting clients and Affiliate Members.

This is a hands-on role. Writing and editing original articles, factsheets, and detailed reports are key responsibilities. The project manager coordinates and juggles multiple projects and ensures the timely completion of deliverables. The position has no direct reports but is expected to collaborate with other members of our small team on a daily basis. The position is ideal for an individual who enjoys both taking the lead on some projects, but also serving as a partner on projects led by others. The ability to write interesting and informative articles and reports is required for the position.

Required Education and Experience:

- Bachelor's Degree in Communications, Public Administration, Business, or a related field
- 5+ years of professional experience, including roles with significant writing responsibilities
- Superior writing, editing, research and verbal communications skills
- Project management and teaching experience (workshops, webinars)

Preferred:

- 5+ years of management consulting experience
- Experience developing compelling presentations materials and visuals (e.g., infographics, illustrations, diagrams)
- Graduate Degree in any field relevant to the mission of NRMC
- Nonprofit sector experience and knowledge

Qualities:

- Trustworthy team leader and team player
- Eagerness to continue professional development
- Comfortable juggling multiple projects
- Open mindset
- Inquisitive, creative and determined problem-solver

Duties:

- Research and draft articles on a wide range of topics related to risk management in nonprofit organizations
- Serve as project manager for consulting engagements with complex nonprofit organizations and also projects focused on expanding the reach of NRMC
- Plan and support consulting engagements for complex nonprofit organizations and insurance industry clients
- Draft proposals and detailed reports for consulting engagements
- Design and deliver workshops and webinars for clients and members
- Represent NRMC at meetings with current and prospective clients and educational events
- Support business development strategies that will enable NRMC to grow and become more effective
- Answer questions from Affiliate Members and users of NRMC web applications