AXELSON CENTER PROGRAM MANAGER

Department: Axelson Center for Nonprofit Management

Reports To: Director, Axelson Center for Nonprofit Management

<u>Position Summary:</u> Coordinates Axelson Center special events and programs; assists with all Center logistics; manages website for Axelson Center.

Essential Responsibilities:

- Manage program planning and logistics as follows:
 - Workshop program of at least 30 workshops annually (includes setting dates, obtaining speaker agreements, providing support to speakers, securing space, and planning all related logistics);
 - Conduct planning and execution of annual nonprofit management awards programs including serving as liaison to the review committees
 - Manage the BootCamp program planning, and logistics, including application process and speakers for the program.
- ☐ Maintain appropriate social media presence in accordance with Axelson Center strategic plan and goals.
- Oversee ongoing development and updating of Axelson Center website(s). Create e-mail blasts as needed, ongoing site development and statistical reporting.
- Assist with planning of other Axelson Center programs, especially the Annual Symposium (including volunteer recruitment, training, coordination; communication with speakers; conference preparation and setup; registration process, etc.)
- Assist in Maintaining and updating Axelson Center database of individual/organizational contacts
- □ Train and supervise student workers to assist with Axelson Center programs related to Program Manager tasks.
- □ Provide support services for the Axelson Center as needed (i.e. word processing, answering phones, organizing meetings of Advisory Board and others, compiling research data, preparing reports).
- Assist as needed in representing the Center at local and regional nonprofit events.

Essential Qualifications:

- Bachelor's degree required.
- Personal commitment to North Park University's mission of Christian higher education.
- Superb organizational and planning skills, especially with event planning and logistics.
- Stellar written and oral communication skills.
- Exemplary customer service skills.
- Technologically-savvy (has familiarity with CRM database programs, Microsoft Word, Excel, event registration programs, Constant Contact, LinkedIn, and Facebook).
- Comfortable working in a team environment.
- Ability to maintain composure in a fast paced working environment and focus on targeted priorities.

- Excels at and enjoys multi-tasking.
- Adaptable and flexible—willing to go the extra mile to get the job done.
- Self-starter and highly motivated.
- Willing and able to occasionally work beyond the traditional hours.
- The following qualifications are a plus: Familiarity with the nonprofit sector; experience in website design and maintenance; familiarity with marketing strategies.

Effective Date: December 2012

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.