



## Content Manager (2-3)

### Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

### Position Overview

The Content Manager is responsible for overseeing YNPNdc's online content strategy, leading the writing and editing of blog posts, as well as curating content from other sources to share with YNPNdc members.

### Primary Responsibilities

- Create and publish at least one post per month for YNPNdc's blog
- Solicit and edit blog posts by other YNPNdc volunteers and board members
- Create an organization-wide editorial calendar
- Curate content and resources for distribution to our members

### Secondary Responsibilities

- Provide support for the Website Manager when necessary
- Support creation of the content strategy with the Director of Communications

### Preferred Qualifications

- Excellent blog writing skills
- Knowledge of SEO
- Basic knowledge of CMS
- Interested in the nonprofit field and YNPNdc's mission and vision
- Ability to dedicate time to the position and organization (5-10 hours/month)

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>