



Everything Series Program Manager (1-2)

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 Everything Series Program Manager will work closely with the Director of Learning Programs and other Learning Programs volunteers to plan and coordinate the Everything You Ever Wanted to Know About Series, a virtual speaker series of four events a year centered around a keynote topic led by a nonprofit leader or executive.

Primary Responsibilities

- Fully plan 1-2 Everything Series events each year, including, but not limited to:
 - Work together with other volunteers to identify and reach out to potential speakers.
 - Coordinate dates/times for the events and reserve event spaces, if needed.
 - Liaison with the speaker to create the event description and create a run of show.
 - Serve as the event moderator or identify a YNPNdc Board Member or Program Manager to serve as the moderator.
 - Collect questions in advance and monitor questions during the discussion for Q&A section.
- Additional administrative and/programming items as needed.

Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Excellent interpersonal and customer service abilities.
- Interest and background in event planning.
- Strong organizational skills.
- Interested in the non-profit field and YNPNdc mission and vision.
- Ability to dedicate time to the position and organization (2-4 hours per month, must attend at least 5 networking events in one year).

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>