



Website 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 Website Manager is responsible for overseeing YNPNdc's website strategy, and the creation and maintenance of event pages, web pages, and other web content.

Primary Responsibilities

- Manage and develop all website content for YNPNdc.org (except blog)
- Post all YNPNdc events on EventBrite and volunteer positions on Volunteer Match
- Work closely with the Communications Director to develop and manage website strategy
- Be the main point of contact to troubleshoot website issues
- Monitor web analytics and make recommendations based on SEO best practice

Secondary Responsibilities

- Generate monthly reports on web analytics for Communications Committee
- Design graphics to accompany blog posts as needed
- Ensure all website content follows best practice
- Maintain brand consistency

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:

- Passion for YNPNdc's mission and vision.
- Strong writing and editing skills.
- Background with email marketing tools (Mailchimp preferred).
- Experience with Google Ads manager and Google Ads grant
- Strong ability to focus, listen deeply, and create space for open conversation and learning.
- Commitment to personal and professional growth.
- Ability to dedicate time to the position and organization (5-10 hours per 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>