



Operations Manager Job Description

About Us

Windmill Hill Consulting LLC (WHC) is a fundraising consultancy based in the Washington DC Metro area. We help non-profit organizations of all sizes peel through the layers and develop a profitable fundraising plan that focuses on the tools, skills resources, and strategies they need to successfully grow their revenue.

The firm's expertise includes development assessments and plans, planning and directing capital campaigns, mid-major gifts strategy, donor communications, training and coaching staff, executive leadership, and boards.

Position Summary

Our team is growing and we are seeking a seasoned and energetic professional with background/expertise in nonprofits and operations to join WHC as an Operations Manager. This is a part-time, contract-based position expected to be 20-25 hours/month with flexibility for additional hours, as needed. This position will also be remote.

The Operations Manager brings the leadership, management, and strategic thinking necessary to ensure that the firm has the proper operational, administrative, and reporting procedures, and people systems in place to effectively grow and operate efficiently.

Responsibilities

The Operations Manager will be responsible for playing a proactive role in the day-to-day running of the company in the following key ways:

- In collaboration with the Principal, develop business strategies and plans that support the firm's annual strategic goals and sales targets across a range of revenue streams.
- Draft and implement business processes, systems, and resources to ensure efficient and effective operations that deliver the highest quality work for our clients and drive the firm's operating capabilities toward growth targets.
- Oversee the firm's operations, project timelines, business developments, and team productivity.
- Monitor changing nonprofit market conditions and advise, develop, and launch new strategic services for the company through market research, effective internal and external communications, and project management.
- Coordinate, review, and produce firm marketing materials and collaterals, and act as prime liaison with marketing agency.
- Seek out and secure opportunities to present at conferences, workshops, and other venues that will build thought leadership.

- Participate in the sales process with potential clients, helping to determine the right scope of work for the proposed project, and drafting presentation materials, proposals, and agreements, as needed.
- Manage new client onboarding and support client project lifecycles, as needed.
- Support the development, design, and printing of client materials and deliverables, such as reports and presentations, focused on the tasks of editing, formatting, and providing basic design needs.
- As a member of the operations team, help ensure consistent client delivery, and the production of materials and team resources.

Qualifications

- Demonstrated experience in nonprofit operations preferred
- Strong knowledge of the nonprofit sector and “best practices” in fundraising and nonprofit management
- Ability to analyze, problem-solve, and effectively project manage
- Experience using HubSpot CRM and Proposify platform
- Excellent written, verbal, and presentation, skills -- attention to detail and strong editing skills
- Self-starter who is comfortable handling and managing accountability for multiple tasks
- Ability to think creatively synthesizing information that can be translated into recommendations for a client proposal

Compensation Package

This is a part-time, contract, position to start with the opportunity to become full-time by December 2023. The salary for this position is \$2,200/month for 20-25 hours/month. This position will also be eligible for a bonus for bringing in new business.

The Windmill Hill Consulting team is fully remote. We place great priority on work-life integration and flexibility in work environments. The weekly schedule can be agreed upon and tailored but must be designed to still meet all deadlines, client meetings, and, where requested, progress toward KPIs.

To Apply

For more information, email boreilly@whillconsulting.com and note “Operations Manager” in the subject line.