



**JOB DESCRIPTION: NONPROFIT
ACCOUNT MANAGER SALARY
RANGE: *\$30-35K *Salary
Commensurate with Experience**

WHO WE ARE:

We are a growing organization that exists to champion worthy causes. Big Buzz Idea Group creates an impact with nonprofits and associations by helping them to breathe new life into their organization so that they can focus on their mission and growth. We work at a fast pace to be inspired and create inspiration for our clients. We love to work hard and play hard.

WHO YOU ARE:

You are looking to be a part of an organization that is rapidly growing and you want to help in that purpose. You are an out-going, upbeat and enthusiastic leader who is driven to help nonprofit organizations reach and surpass their goals.

Motivated by direct contact with clients you will meet with Clients to strengthen the working relationship, facilitate meetings, brainstorm, problem solve, plan and organize for organizational success.

Utilizing your knack for details you will easily lead and oversee the Client's day-to-day operations including overseeing policies and procedures for the Client, enforcing the master calendar, managing communications, organizing events, conducting membership recruitment and making sales calls to potential sponsors.

PRIMARY DUTIES (NOT LIMITED TO):

- Serve as primary liaison for nonprofit clients
- Ensure that all Big Buzz and client standards are executed at all times
- Organize Board meetings, retreats, luncheons, fundraising and other events
- Conduct sponsorship outreach as needed
- Foster transparent communication across all levels at Big Buzz Idea Group
- Prepare meeting materials and Board packets
- Partner with the bookkeeper to maintain up-to-date accounting records
- Collaborate with the communication specialists to insure pieces including e-newsletters, social media postings, website updates and collateral materials meet clients' expectations
- Utilize multiple databases to keep records current

WHAT YOU BRING:

- Bachelor's Degree in business, communications, nonprofit management or related field
- 2-6 years of relevant professional experience in an association, nonprofit or agency setting
- Demonstrated track record in leadership abilities and success
- Excellent English written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with Quickbooks, Constant Contact, MailChimp, Dropbox, Google Drive and CRM programs a plus
- Works well under pressure
- Must be able to be on your feet for lengthy periods of time
- Must be able to periodically lift up to 50 lbs.

LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit and what your favorite food is. Please no phone calls. We'll be in touch!

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