



**JOB DESCRIPTION:**  
**NONPROFIT ACCOUNT MANAGER**  
**SALARY RANGE: \*\$30-40K**  
*\*Salary Commensurate with Experience*

**A LITTLE ABOUT US:**

Big Buzz Idea Group powers nonprofit organizations to fuel positive change in the world by providing back-office services for nonprofits and associations so they can focus on their mission and organizational growth. We believe:

- Everyone should be part of team that inspires them.
- Nonprofits make the world a better place.
- It is an honor to partner with and serve nonprofit organizations.
- Life is better when you laugh daily.
- That the best relationships are based on honesty, integrity and 100% transparency.

**WHO WE'RE LOOKING FOR:**

We're seeking a fun, hard-working and enthusiastic leader who is passionate about helping nonprofit organizations reach and surpass their goals. The Nonprofit Account Manager's primary objectives are to lead and oversee the Client's day-to-day operations. This includes 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. The Nonprofit Account Manager will be responsible for understanding the client's policies and procedures and holding all organizational members accountable. This person will have direct contact with Clients and will meet with Clients to strengthen the working relationship, facilitate meetings, brainstorm, problem solve, plan and organize for organizational success.

**PRIMARY DUTIES (NOT LIMITED TO):**

- Provide exceptional customer service
- 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
- Prepare and manage budgets, timelines and other planning documents as needed
- Prepare meeting materials and Board packets
- Work with the bookkeeper to maintain up-to-date accounting records
- Oversee various communication pieces including e-newsletters, social media postings, website updates and collateral materials
- Manage multiple databases to keep records current
- Report to CEO and Vice President

**SKILLS/CREDENTIALS YOU MUST POSSESS:**

- 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
- Proven leadership abilities
- Excellent written and oral communication skills
- Excellent organizational skills with attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with Quickbooks, Constant Contact, MailChimp, Dropbox, Google Drive and CRM programs a plus
- Able to meet deadlines and manage time effectively
- Able to juggle multiple responsibilities and prioritize appropriately
- Works well under pressure
- Must be able to be on your feet for lengthy periods of time

**4055 W. Peterson Ave., Suite 105 / Chicago, IL 60646 / P: 773.804.8589**  
**BigBuzzIdeaGroup.com / info@bigbuzzideagroup.com**



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- 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!