

## OVERVIEW

Nonprofit Quarterly is a 30-year-old independent publication that is seen as a rigorous nonprofit practitioner's journal. And it is the most read publication in the nonprofit sector. Its orientation is to surface the questions, intelligence, and experience of those in the field and find the knowledge needed to advance practice. It is dedicated to the civil sector as the venue that champions the common good, including active democracy and culture.

NPQ has multiple venues that can be mixed and matched for effect. These include:

- Curated newsletters on Leadership, Economic Democracy, Climate Justice, Health Justice, Editor's Choice, and Race + Power, distributed to 50,000. As well as weekly highlights and a general monthly highlight.
- Approximately 30-40 online workshops annually, with an average of 2,000 participants each
- A quarterly magazine, with 5,000 subscribers
- Monthly premium and complimentary webinars.
- 3,100,000 users annually

## ROLE

The Advertising and Operations Coordinator would assist the Director of Operations in advertising responsibilities and assist in managing NPQs digital presence across the web. They develop and execute advertising campaigns while monitoring the data and promoting our public facing digital infrastructure and ecosystem. And in general organization/office administrative and operational duties.

The position will be part of the business side of the organization but will assist and work with the editorial team in technical and operational responsibilities. With further training, the position will grow with more responsibilities. We are accepting entry level applicant, but having administrative and/or media advertising experience will be an advantage.

### Operations Responsibilities:

- Data entry for orders in magazine subscriptions, webinar orders, and Leading Edge Memberships. Includes data upkeep.
- Basic monitoring of software, technical, and administrative programs.
- Basic financial duties:
  - Reports on orders and HR finances.
- Customer Service:
  - Responding to general customer emails.
  - Assisting during high traffic times, such as live webinar/events.
- Physical in office duties:
  - Collect and sort mail.
    - Invoices are inputted.
    - Managing notices.
    - Subscription orders are processed, and checks collected and deposited.
  - Monitor in office technical and IT responsibilities.
  - Maintain files and paperwork.

- General office maintenance and managing.
- Handle and organize physical magazine deliveries.

### **Advertising Responsibilities:**

- Assist in managing:
  - Advertising Contracts
  - Advertising scheduling reports
  - Basic account receivables duties
- Records and assign leads for the sale team. (Data entry and review)
- Accounts management:
  - Interact with advertisers to gather their deliverables and work with them on their campaigns.
  - Set up the deliverables: web ads, newsletters insert, social media posts, dedicated emails, landing pages, and more.
  - Create/pull impressions reports.
  - Creates Proof of performances.
  - Some design and creative responsibilities for ads.
  - Weekly advertising performance reports for internal review.
- Set up newsletters drafts for editorial team with scheduled Ads.

### **Operations Preferred experience:**

- 1 to 2 years of experience in administrative, digital media, or similar.
- Experience bookkeeping and accounting.
- Very detail oriented.

### **Advertising Preferred experience:**

- 1 to 2 years of experience in advertising, digital media, or similar.
- Experience in coding. At least basic HTML skills.
- Experience in digital programs and tools as:
  - Google Ad Manager
  - HubSpot
  - MailChimp
  - Salesforce
- Good understanding of advertising promotions and client services.
- Understanding of digital practices such as SEO, SEM, SMO, and PPC.

### **General experience:**

- Strong written and verbal communication skills.
- Excellent analytic abilities.
- Strong independent and project management skills.
- College graduate

## **COMPENSATION**

The salary for this position is \$40,000. NPQ also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan with contribution of 5 percent, 15 days paid vacation, sick leave, and standard holidays. And pre-tax dollars can pay for a monthly transit pass.

This position is in-office. Office located in Boston Massachusetts.

## **APPLICATIONS**

The policy and intent of NPQ is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age. Relevant experience or demonstrated capacity to perform needed tasks will be considered in lieu of formal educational requirements.

Please submit a resume and cover letter to: *(No cover letter applications will be considered)*

[officemanager@npqmag.org](mailto:officemanager@npqmag.org)

No phones calls please.