



Nonprofit Nav Account Manager + Consultant

Job Description | 2026

Position Description

Nonprofit Nav is a national nonprofit consulting company that serves a variety of organizations, from grassroots movements to national and international foundations, associations, and charities. Our services include strategic planning, communication audits, change management, governance consulting, and more.

An account manager for this team is a client-facing, tech-savvy individual who is passionate about nonprofit administration and strategy. The activities assigned to this position include:

- Project Management
- Research
- Proposal Preparation
- Prospecting
- Networking and participation in conferences, exhibiting activities, and groups
- Development of Consulting and Training Materials
- Provision of Consulting Services to Clients (after training period)

Position Specifications

This is a full-time, fully-remote, exempt position with a salary plus bonus compensation package.

Full-Time Weekly Hours: 40 hours per week

Typical Hours: M-F, Flexible scheduling with core working hours of 8:00-4:00pm ET (occasional weekends and extended hours due to client-related travel)

Full-Time Compensation: \$50,000/year + 20% bonus on procured contracts
Simple IRA with 3% Match after Year One
Unlimited PTO
(For a motivated and highly networked individual, the salary package could potentially be \$90,000-\$100,000/year based on 2025 volume)

Required Education & Experience

An undergraduate degree in a related field (business, organizational theory, nonprofit leadership, public policy, etc.) is required, and graduate-level education is preferred.

Qualified candidates should bring a diverse background in nonprofit management and leadership, including:

- ☐ At least 10 years of work experience in the nonprofit sector
- ☐ At least 2 experiences in nonprofit leadership (executive level)
- ☐ Experience serving on a nonprofit board of directors
- ☐ A diverse set of experiences and accomplishments related to nonprofit growth

Desired Skillset

A successful candidate will be a **self-starter** and will need the following skill sets, ideally upon arrival at Nonprofit Nav:

- Public speaking and presentation skills
- Project management and strong organizational skills
- Research skills, including development of surveys, needs assessments, and experience leading focus groups or similar research-related projects
- Design aptitude. Ability to create, or minimally, recognize, presentations and documents that are aesthetically impressive
- Sales experience, including negotiations
- Thorough knowledge of the nonprofit sector with special emphasis on:
 - Nonprofit terminology
 - Legal requirements of nonprofit organizations
 - Strategic planning for nonprofit organizations
 - Fundraising and philanthropic trends
 - Governance styles and best practices
 - Association-specific best practices and common structures

Nonprofit Nav Values

Relevancy

It's difficult to provide guidance to the sector when you're no longer in it. Our team engages in board service, volunteerism, and contract leadership to keep our relevance.

Simplicity

Trending lingo, the latest theories, and strategic fads are lost on us. We use what works and what can be easily understood by our clients. Everything else is for scholars. We're practitioners.

Raising the Bar

We don't just aim to set the bar; we attempt to raise it with every engagement. We are competing with ourselves.

Always Learning

We have something to learn from each person we interact with - especially our clients. The things we have figured out may need to be refigured tomorrow. It's ok, we're committed to always learning.

Demonstrated Confidence (Not Declared)

Our introductions will never take the air out of the room. Our confidence is demonstrated by our intellect, belief in our systems, and familiarity with the sector. We don't feel the need to declare it.

It's Not About Us

We believe our gifts are being stewarded for a greater purpose. God and our clients get the glory. We get the honor of supporting their work.

Nonprofit Nav Diversity Statement

Nonprofit Nav believes all individuals have the power to create positive change in the world, and no one group or individual is more or less powerful or valuable in this regard. We believe that the greatest innovations arise from collaborations where there is diversity, acceptance, and equity. We are an equal-opportunity employer.

How to Apply

Interested candidates can send their resumes, including employment references (2-3), to info@nonprofitnav.com. Resumes will be accepted until November 20th.