



Project Support Specialist

Job Description | 2026

Position Description

Nonprofit Nav is a nonprofit consulting company that serves a variety of organizations, from local grassroots movements to national and international foundations, associations, and charities. Our services include strategic planning, governance consultation, fundraising strategy, and more.

The ideal candidate will be a tech-savvy, highly driven, detail-oriented individual passionate about the nonprofit sector.

The Project Support Specialist supports client services and the consulting team. These activities include:

- Report preparation and formatting
- Proofreading
- Scheduling and coordination-related correspondence
- Research
 - Survey design and reporting
- Proposal preparation
- Presentation Deck Development
- Project management
- Website management

Position Specifications

This is a full-time, remote position based in Michigan. This position will provide support to several clients in the Northwest region of Michigan, so residence in Muskegon or Newaygo County is preferred. Domestic travel may be required about 2-3 times per year.

Core Working Hours: Monday-Thursday, hours falling between 8:00AM and 4:00pm. This position is expected to work a minimum of 40 hours per week, with the majority of hours falling during core working hours.

Salary: Compensation will be based on experience, qualifications, and alignment with the responsibilities of the role.

Paid Time Off: 2 weeks/year, starting after 90-day probationary period

Paid Holidays: Salaried employees will receive their regular salary for company-observed holidays. When a recognized holiday falls on a regularly scheduled workday, employees are not required to work and will receive their normal salary for that day.

If business needs require work on a company-observed holiday, alternative time off may be provided at management's discretion.

NOTE: Virtual assistant companies and similar multi-client operations will not be considered for this role.

Desired Education

A high school diploma is required. Higher education is preferred, especially for those with business, nonprofit management, or English majors.

Desired Skillset

A successful candidate will be a self-starter who can quickly understand and master new technologies and skills. The ideal candidate will have some experience in the nonprofit sector and a desire to build a career in or serve cause-related organizations. Other required skills include:

- Impeccable ability to meet deadlines and produce quality work
- Word processing, including typing, formatting, and designing documents
- Ability to produce error-free documents and proofread for other team members
- Experience managing multiple projects simultaneously and tracking progress
- Strong communication skills, including the ability to communicate clearly and concisely
- A proactive approach to completing tasks and working ahead of expectations

Technology Experience (the ideal candidate will have comfort using the following)

- Microsoft Programs
- Google Workspace (Sheets, Doc, Slides)
- Canva
- Zoom
- Gmail
- Qualtrics (preferred, not required)
- ClickUp (preferred, not required)
- Miro Board (preferred, not required)
- HubSpot (preferred, not required)
- WordPress (not required)

Desired Personality Traits

- A self-starter who processes information quickly and thinks on their feet
- Strong social skills for client-facing engagements
- Ability to see the big picture results as well as break down steps to completing projects

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 equality. We are an equal-opportunity employer.

How to Apply

Interested candidates can send their resumes, including employment references (2-3), to info@nonprofitnav.com.