



Association Management Center seeks a part time **Senior Operations Manager** to add to our team. This role is part time and supports AMC's client, The National Association of Neonatal Nurses (NANN).

NANN's core purpose is to support the professional needs of neonatal nurses throughout their careers. Since 1984, NANN has been the professional voice for neonatal nursing through excellence in practice, education, research and professional development. Membership includes more than 7,400 nurses at all levels of the neonatal nursing profession.

The Senior Operations Manager will serve as the primary lead for volunteer appointments, professional development activities, administration of product development processes, coordination of daily operations, and management of special projects as assigned.

Position Responsibilities

- Coordinate volunteer appointments, including the Call for Volunteers, the online volunteer management system, the identification of micro-volunteering opportunities, and the preparation of onboarding material, as appropriate.
- Serve as project manager for the Emerging Leaders Fellowship Program and the e-Mentoring Program, as well as staff support for the Professional Development Committee.
- Assist in the administration of product development processes, including participating in kick-off meetings, assisting with paperwork and data collection, and coordinating the product approval process and procedures.
- Assist the Executive Director in preparing the annual budget, including managing the timeline and preparing program budgets, as assigned.
- Lead the evaluation, implementation, and improvements to new or existing Operations software (e.g. awards/scholarship software, volunteer management software, and Personify committee modules).
- Prepare communications for assigned programs and projects for publication in NANN E-News, SmartBrief, the NANN website, and other outlets as needed.
- Coordinate and assist with writing of the scripts and PowerPoint presentations for the Opening and Closing sessions and the Annual Business Meeting for the NANN Annual Conference.
- Work with the Operations Coordinator to code and approve weekly payables.
- Conduct a regular audit of all assigned areas of responsibility and provide recommendations for improvements and implementation.
- Coordinate the annual updates and retirement of NANN position statements.
- Perform other duties as assigned.

The ideal candidate will have the following qualifications and demonstrated experience;

- Bachelor's degree required.
- 5-8 years of experience in operations, health care and/or non-profit sector; association management experience preferred.
- Knowledge and experience providing staff support to volunteers or professional Boards and/committees.
- Highly organized and detail-oriented.
- Ability to organize and manage multiple projects/priorities.
- Excellent written and interpersonal communication skills.
- Intermediate computer proficiency with a demonstrated ability to learn new software.
- Limited overnight travel required.

Association Management Center is located at 8735 W. Higgins Road, Suite 300, Chicago, IL 60631
The office is near the Cumberland Blue Line Stop.

Interested Candidates can apply directly by visiting our website at:

<https://connect2amc.atsondemand.com/#/jobDescription/675963/Part%20Time%20Senior%20Operations%20Manager>

Or send a resume to Summar Jonas, Talent Acquisition Manager at sjonas@connect2amc.com