



Job Description

Position Title: **Nonprofit Learning Center Manager**
Department: Organizational Development Services
Position Status: Exempt
Reports to: Learning & Engagement Senior Manager
Reporting to this position: Volunteers/Interns

ORGANIZATION OVERVIEW:

OneOC is a leading provider of training courses and capacity-building solutions explicitly tailored for nonprofit organizations. Our mission is to accelerate nonprofit success by providing a variety of services and resources empowering nonprofits to achieve their goals, drive social change, and positively impact their communities. With diverse courses and expert-led training programs, we are dedicated to supporting the growth and development of nonprofit professionals and organizations.

POSITION OVERVIEW:

As the Learning Center Manager for OneOC's Nonprofit Learning Center, you will play a pivotal role in driving the growth and success of our Nonprofit Learning Center. You will lead efforts to expand our reach and impact within the nonprofit sector by identifying opportunities for collaboration, developing strategic partnerships, and generating new revenue streams. Your responsibilities will include crafting and executing innovative sales and marketing strategies to promote our training courses and services to nonprofit entities and related stakeholders.

In addition to business development, you will oversee the delivery of professional development training, manage relationships with expert trainers, and foster community partnerships. As a key liaison between OneOC and our training registrants, you will ensure exceptional service and effective communication with stakeholders at all levels. Your ability to collaborate with diverse teams and promote OneOC's services will be crucial in enhancing our organizational impact and achieving our mission of empowering nonprofit organizations through education and learning.

You will utilize Salesforce to track sales activities, generate reports, and regularly update leadership on your progress. Your strong drive and organizational skills will help you manage your workload effectively, ensuring that all projects are completed on time and meet high-quality standards.



Current learning and development program activities include:

- ✓ Certificate Training Series
- ✓ Cohort Training's
 - V | Lead
 - Profit for Purpose
- ✓ One-off individual training courses
- ✓ Custom training
- ✓ Meet the Funder
- ✓ iCAT Organizational Assessments
- ✓ Strategic Partnerships
 - Executive Coaches of OC
 - Association of Fundraising Professionals of OC
 - OC Grant Makers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Sales and Revenue Generation:** Drive sales efforts through effective lead generation, proposal development, and relationship management to achieve revenue targets and ensure the financial sustainability of our training and consultancy services.
- **Client Engagement:** Proactively identify and engage with a diverse range of nonprofit organizations, foundations, associations, and other relevant stakeholders to understand their professional and organizational development needs and promote our courses and services as solutions.
- **Marketing Strategy:** Collaborate with our marketing team to develop targeted marketing campaigns, outreach initiatives, and promotional materials to raise awareness of our training courses and attract new potential nonprofit clients. Ensure the Nonprofit Learning Center website pages are updated, and weekly training email communications are informative, relevant, and engaging.
- **Volunteer Trainers:** Support the pool of skills-based volunteer trainers, coaches, and consultants in delivering their training courses. Identify new volunteer trainers, coaches, and back-office administration to support the growth and range in training subject matter, as identified in Partnership Development below.
- **Partnership Development:** Cultivate strategic partnerships and alliances with nonprofit organizations and educational institutions to expand our reach, enhance our offerings, maximize impact, and promote our courses and services as solutions.
- **Drive Initiatives:** Be a proactive and driven professional who actively seeks out new opportunities and innovative approaches to enhance our offerings and outreach.
- **Coordinate Training:** Oversee the coordination of training courses, ensuring smooth execution and high-quality delivery both in-person and via Zoom.
- **Content Development:** Create and refine engaging and relevant content for training programs, tailored to the needs of nonprofit organizations.



- **Analytical Skills:** Utilize strong analytical skills to analyze data, identify trends, and make data-driven decisions to drive business growth. Present findings and recommendations clearly to stakeholders to support strategic decision-making.

ADDITIONAL RESPONSIBILITIES:

- Supports the vision, mission, values, and goals of OneOC.
- Communicates effectively and courteously with all contacts – internal and external. Works collaboratively with diverse people, varying in seniority and work experiences.
- Utilizes sales tracking, reporting & tools as assigned and reports out on a regular basis as defined by supervisors.
- Attends meetings and training courses as requested.
- Assists with other duties as assigned on a regular or occasional basis.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in business administration, or related field required.
- Proven record of success in business development and sales within the nonprofit sector or related industries.
- Experience in program planning and implementing a multi-service/program activity.
- Experience in managing departments P&L and Budgets.
- Understanding of the nonprofit landscape, including funding sources, organizational structures, and critical learning challenges facing nonprofit organizations.
- Excellent communication, interpersonal, and relationship-building skills, with the ability to engage and inspire diverse stakeholders.
- Strong analytical skills, with the ability to analyze data, identify trends, and make data-driven decisions to drive business growth.
- Passion for the nonprofit sector and a commitment to making a positive impact through education.

COMPUTER & EQUIPMENT SKILLS:

- Uses Microsoft Office Tools such as Word, Excel, PowerPoint as well as Internet and email programs proficiently.
- Knowledge of Salesforce.com or other CRM programs
- Experience working with LMS systems desirable.
- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses typical office equipment (i.e., fax, phone, copiers).

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Sits for extended periods of time, in intense concentration, at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or



more each day.

- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Has hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to ten pounds regularly and twenty-five pounds occasionally.
- Exposed to typical office environment conditions and noise levels.
- Work consists of heavy workloads, deadlines, and interaction with a wide variety of people on various issues.
- Drive personal car for work business purposes; maintain driving record and personal car insurance in accordance with organization's policies and state regulations and provides related records periodically.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply and implement established processes, practices, and systems.
- Able to present effective and compelling messages to individuals, groups, and the public.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.

OTHER JOB REQUIREMENTS:

- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Maintains professional behavior, dress, and appearance always.

COMPENSATION:

This is a full-time, exempt, onsite position with a compensation of \$67K - \$72K annually.

Benefits include health, dental, and vision insurances, paid time off, and a 403b retirement plan.



JOIN OUR TEAM:

If you are a dynamic and enthusiastic professional with a strong background in nonprofit management and a desire to drive positive change through education and training, we invite you to join our team as a Learning Center Manager. Please forward your cover letter and resume to hr@oneoc.org.

OneOC is an equal opportunity employer.