



Position Announcement: Executive Project Manager

Location: North Carolina, Triangle preferred

The Opportunity

The North Carolina Center for Nonprofits seeks a highly organized, proactive and solutions oriented Executive Project Manager (EPM) to serve as a full-time strategic partner to the President & CEO.

This is a unique opportunity for someone who thrives on bringing structure to complexity, anticipates needs before they arise, and takes pride in ensuring that no detail is overlooked. The ideal candidate balances professionalism with warmth — someone who can confidently manage multiple priorities, communicate clearly, and embody a “no-surprises, I’ve-got-it” mindset.

The EPM will create capacity for the President & CEO to focus on high-level strategy and relationships while ensuring that critical initiatives move forward seamlessly and the organization operates with excellence.

About the North Carolina Center for Nonprofits

Since 1990, the North Carolina Center for Nonprofits has strengthened North Carolina’s nonprofit sector by providing leadership, advocacy, and resources to help organizations thrive. The Center represents more than 1,200 members statewide, offering training, policy engagement, and opportunities to connect with peers across the sector.

We educate, connect, and advocate for nonprofits — envisioning a North Carolina where nonprofits are intentional in building healthy, equitable organizations and centering racial equity to strengthen communities. Our core values guide all we do: Commit, Aspire, Partner, and Elevate.

To learn more visit: <https://ncnonprofits.org/>

The Role

The Executive Project Manager will play a vital role in supporting the President & CEO and coordinating projects and initiatives across the organization. You will be the hub for communication, logistics, and project execution — ensuring that priorities are aligned and progress is visible.

You will coordinate communications, manage key projects, and serve as a connector between the CEO, staff, and Board of Directors.

This position is ideal for someone who is both detail-minded and strategically aware — equally comfortable planning logistics and anticipating the next question.



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Key Responsibilities

Executive Support

- Manage the President & CEO's calendar, travel, and logistics with precision, care, and foresight.
- Prepare correspondence, presentations, and meeting materials that reflect a high level of professionalism.
- Treat confidential materials with professionalism and discretion.
- Process expense reports, manage deposits, and directly support administrative systems.
- Manage the center's general email account ensuring timely and friendly communications.
- Provide occasional administrative support to the leadership team.

Project Support

- Coordinate internal projects and ensure teams remain aligned on timelines, priorities, and goals.
- Track deliverables and milestones to promote timely completion and accountability.
- Support planning and execution of staff meetings, committee meetings, and organization-wide initiatives tied to the office of the President—to ensure smooth execution.
- Provide administrative support for the Center's group health insurance, member benefits such as assisting with scheduling of Trustee meetings, drafting minutes, and organizing member voting for the Trust.

Board of Directors and Committee Support

- Serve as a liaison and trusted point of contact for the Board of Directors.
- Support Board and committee meetings, including agenda preparation, materials, logistics, and follow-up.
- Maintain accurate records, including meeting minutes, attendance, and votes.
- Support the planning of Board retreats, orientations, and annual meetings that strengthen governance and engagement.
- Anticipate the needs of the President & CEO and Board Chair to ensure smooth, proactive communication and alignment.
- Help Board Members fulfill their governance responsibilities effectively by providing clear, timely, and well-organized information.



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Who You Are

We're looking for a candidate who brings both skill and spirit to the role — someone who is proactive, detailed, and passionate about the work of nonprofits.

You may be the right fit if you:

- Share a strong commitment to the Center's mission, vision and values.
- Are deeply organized and energized by helping others succeed.
- Can manage multiple projects with poise and accuracy, even under pressure.
- Communicate clearly and confidently with executives, staff, and board members.
- Combine independent initiative with a collaborative, team-oriented mindset.
- Bring warmth, professionalism, and diplomacy to every interaction.
- Value equity, inclusion, and a spirit of service in your work.

Qualifications

- Bachelor's degree or equivalent experience; at least one year in a similar professional setting (nonprofit experience preferred).
- Demonstrated success managing multiple projects and deadlines with attention to detail.
- Advanced proficiency in Microsoft Office Suite and SharePoint; experience with CRM systems (Salesforce a plus).
- Excellent written and verbal communication skills, including the ability to represent leadership with professionalism and discretion.
- Comfort working independently and collaboratively within a hybrid environment.
- Valid driver's license, auto insurance, and reliable transportation.

Location and Work Environment

The Center's offices are in Raleigh, NC, with team members based throughout the state. The EPM must reside in North Carolina and, ideally, be close enough to the Triangle to attend the office regularly. This hybrid role combines remote work with in-person collaboration and occasional statewide travel for meetings and events. The Center fosters a flexible, balanced work culture that values both results and well-being. Regular office attendance is expected weekly, as well as for all-staff gatherings such as quarterly team meetings, quarterly board meetings, retreats, and the annual statewide conference. The Center's standard hours are 9:00 a.m.– 5:00 p.m., Monday through Friday.

This is a full-time (40-hour), exempt position reporting to the President and CEO. Key relationships include the department heads of Advocacy & Public Policy, Finance & Operations, Membership, Program, and Sustainability. The position does not have direct supervisory responsibilities.



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Compensation and Benefits

- Salary range: \$53,000–\$57,000
- Comprehensive benefits package including medical, dental, vision, life, and disability insurance; 401(k) plan with a generous employer match; and paid time off (12 days annual leave days, 11 holidays and additional year end days off).
- Opportunities for professional development through conferences, seminars, networking events, webinars, memberships and one on one mentoring.
- We value wellness and self-care by offering paid sick/wellness days, options for flexible work scheduling and telecommuting, self-care and wellness progressional development sessions delivered to the team and additional time off at the end of the year.

Hiring Timeline and Process

Preferred application deadline: November 17, 2025, with an anticipated start date in January.

Interview Process:

1. 30-minute Zoom conversation with Armstrong McGuire
2. 45-minute Zoom conversation with NC Center staff
3. 60-minute in-person panel interview with Center staff

To Apply

To apply, visit www.armstrongmcguire.com/jobs. You will see instructions for uploading your compelling cover letter, resume, and salary requirements. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

In your one-page cover letter, please include:

1. A nonprofit that has impacted your life — and why.
2. What makes you the ideal candidate to support the President & CEO as Executive Project Manager?
3. Something unique you would bring to this role.

Commitment to Diversity, Equity, and Inclusion

The North Carolina Center for Nonprofits is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, age, national or ethnic origin, disability, sexual orientation, or marital status. The Center is committed to recruiting a diverse group of qualified candidates and welcomes submissions from historically underrecognized candidates.



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About Armstrong McGuire

Armstrong McGuire & Associates is proud to partner with the North Carolina Center for Nonprofits in this search. Armstrong McGuire is a national executive search, fundraising, and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning.

Note: This position profile is a summary of the typical job functions, not an exhaustive list of all possible responsibilities, and may be subject to change at any time due to reasonable accommodation or other reasons.