



MWNN Assistant/Associate Director

Position Overview: The Assistant/Associate Director (AD) is a senior operational and programmatic leader at the [MetroWest Nonprofit Network](#), working as part of a small but highly collaborative team. With just two core staff positions (the Executive Director and the AD) MWNN is supported by an active Board of Directors, dedicated volunteers, and contract staff who provide specialized expertise.

As part of this agile two-person team, the AD role combines leadership and initiative with direct responsibility for administrative and operational details. The AD plays a central role in ensuring MWNN's success by managing membership, program logistics, communications, and day-to-day operations. Partnering closely with the Executive Director, the AD helps translate strategic priorities into action, ensuring smooth operations and a high-quality experience for members, volunteers, and program participants.

This is a 30-hour/week, hybrid/remote-first role, with regular in-person requirements for events, meetings, and community activities in the greater metrowest region.

Compensation: \$45,000.

Key Responsibilities

Membership & Network Management

- Oversee member onboarding, renewals, and engagement strategies.
- Design and deliver value-added member services that strengthen the network.
- Build and maintain relationships across the nonprofit community, fostering connection and collaboration.
- Track member participation, satisfaction, and engagement metrics to inform program improvements.

Program & Event Operations

- Support the planning, coordination, and execution of MWNN programs, workshops, and special events.
- Manage event logistics, including scheduling, registration, communications, and technology support.
- Collect, organize, and analyze program data for reporting and continuous improvement.
- Coordinate with contractors and volunteers to ensure smooth program delivery.

Communications & Outreach

- Draft newsletters, social media posts, and promotional materials to engage members and community stakeholders.
- Maintain consistent, mission-aligned messaging across all communications channels.
- Collaborate with web and technical consultants to ensure online resources are current and accessible.

Operations & Administration

- Provide administrative support to the Executive Director and MWNN as needed.
- Assist with budget tracking, reporting, and resource management.
- Support day-to-day operations to ensure organizational efficiency and compliance.
- Implement systems and processes that streamline workflows and enhance organizational capacity.
- Support development initiatives, including donor communications, sponsorship coordination, and fundraising activities that strengthen MWNN's financial sustainability.

Qualifications

- Experience in nonprofit program management, member engagement, or operational coordination.
- Strong interpersonal, organizational, and project management skills.
- Excellent written and verbal communication skills, with attention to clarity and detail.
- Comfortable with technology tools, including Google Workspace, databases, and communications platforms.
- Ability to work independently and collaboratively in a small, dynamic team.
- Commitment to diversity, equity, inclusion, and social justice principles.

Application Process

To apply, please send a resume and cover letter to search@metrowestnonprofit.org. Please note, applications will be initially reviewed by an external search consultant. We will consider applications on a rolling basis and hope to complete the hire in time for a January 2026 start.

MWNN is an equal opportunity employer. We prioritize lived experience and actively welcome all applicants, even if they do not meet all preferred qualifications. We do not have specific education requirements and strongly encourage individuals from diverse backgrounds to apply. We firmly believe that a diverse workforce that reflects the communities we serve is vital to our mission. If you believe you align with our organization's [values](#) and feel you would be a good fit for our team, we encourage you to apply, regardless of whether you meet all listed qualifications. Your unique perspective and background could be exactly what we need to make a difference in our community.