

## **Non-Ferrous Founders' Society (NFFS)**

### **Communications and Operations Manager**

Full-Time | Fully Remote

Reports to: Executive Director

#### **This Role Is for You If...**

You are someone who thrives at the intersection of people, systems, and communication. You take pride in keeping organizations running smoothly behind the scenes while also shaping how they show up to their members and the broader industry.

You are detail-driven without getting stuck in the weeds. You can move comfortably between managing communications, supporting member engagement, reconciling operational data, and improving internal systems. You see operations not as administrative work, but as the foundation that allows mission-driven organizations to scale and succeed.

You enjoy being the person others rely on. You follow through. You anticipate needs. You bring clarity, organization, and professionalism to everything you touch.

Most importantly, you are motivated by supporting U.S. manufacturing and want your work to have a visible and meaningful impact on an industry that matters.

#### **About the Role**

The Communications and Operations Manager is a hands-on role that integrates communications leadership, membership operations, and business systems support. This position plays a central role in how NFFS communicates with its members, manages its brand and publications, supports engagement and events, and tracks the operational and financial activity that sustains the Society's programs.

This role reports directly to the Executive Director and works closely with staff, volunteers, committees, sponsors, and partners.

#### **What You Will Own**

##### **Communications, Publications & Brand Management**

- Lead the Society's annual communications calendar, including weekly e-newsletters, monthly reports, annual publications, advertising, and special announcements
- Serve as a steward of the NFFS brand and visual identity across all platforms
- Design, format, and produce high-quality digital and print publications, marketing materials, and reports
- Maintain and update website content and digital assets
- Manage social media communications on LinkedIn and Facebook
- Coordinate content with staff, committees, sponsors, and partners

##### **Membership & Engagement Operations**

- Manage membership records, onboarding, renewals, and engagement workflows
- Support promotion of Society meetings, conferences, and programs
- Respond quickly, professionally, and effectively to member and industry inquiries
- Maintain contact databases and association management systems
- Assist with planning and execution of Society meetings, conferences, and events
- Manage Society exhibits and materials for trade shows and industry events

##### **Business & Financial Systems Support**

- Manage membership dues invoicing and revenue tracking

- Maintain accurate Accounts Receivable records in QuickBooks Online
- Reconcile revenue between association management and accounting systems
- Generate monthly and ad-hoc operational and financial reports
- Support budget tracking and revenue forecasting
- Assist with audit preparation and financial documentation as needed

#### **You Will Be Successful in This Role If You...**

- Are an excellent written and verbal communicator who values clarity and professionalism
- Are comfortable learning and managing multiple technology platforms
- Enjoy working with systems, data, and processes and making them better over time
- Have a strong eye for detail and take pride in accuracy
- Can manage multiple priorities without losing momentum
- Are dependable, self-directed, and comfortable working remotely
- Understand or appreciate the culture of manufacturing, trade associations, or industry-driven organizations

#### **Experience & Skills That Matter**

- Experience with trade associations, nonprofits, manufacturing, or industrial supply chains is a strong plus
- Proficiency with Microsoft Office and Windows-based tools
- Experience with association management systems (NOVI or similar) is highly desirable
- Experience with email marketing platforms such as Mailchimp or Rasa.io
- Experience managing websites and digital content platforms
- Experience with Adobe Creative Cloud (InDesign, Illustrator, Photoshop, or similar) is highly valued
- Demonstrated ability to produce clean, professional layouts and visual materials
- Experience with QuickBooks Online, accounting systems, invoicing, or financial reporting is highly desirable
- High school diploma required; college degree preferred

#### **Compensation & Benefits**

- Salary commensurate with experience
- Fully remote, flexible work environment
- Employer-paid health insurance
- Two weeks paid vacation, increasing with tenure
- Ten paid holidays annually
- 401(k) retirement plan with employer contributions
- Professional development opportunities

#### **About NFFS**

**Mission:** Advancing the manufacturing, recycling, and use of nonferrous castings.

**Vision:** NFFS is the elite provider of support, guidance, and advocacy for the nonferrous metalcasting industry.

#### **How to Apply**

Please submit a resume and cover letter explaining your interest in this position at <https://www.nffs.org/comopsmgr>.