



At Global Management Partners, we're passionate about helping mission-driven organizations thrive. As a full-service association management company, we deliver personalized, high-impact support that empowers our clients to achieve their strategic goals. Our team is known for being responsive, collaborative, and committed to excellence in everything we do—from membership and committee support to communications, marketing, meetings, and operations.

We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment. We offer a flexible work environment where team members can work from home or in our office, and we foster a fun, inclusive, and team-oriented culture that encourages professional growth and innovation.

What We Value:

- **Accountability** – We take ownership of our work and continuously strive to improve.
- **Commitment** – We go the extra mile to make our clients' work easier and more impactful.
- **Support** – We approach every challenge with empathy and a client-first mindset.
- **Inclusiveness** – We value diverse perspectives and create space for everyone to thrive.
- **Authenticity** – We communicate openly, honestly, and with integrity.
- **Excellence** – We hold ourselves to high standards because our clients' success is our success.

Join us and be part of a team that's making a difference—one client, one project, and one partnership at a time. Learn more at www.gmpartners.org.

Position: Foundation & Operations Senior Manager

Classification: Exempt

Reports to: GMP Partner

Last Updated: 11/17/2025

The Foundation & Operations Senior Manager will support two association clients to expand fundraising and grant capacity as well as overall operations. This role builds on a strong year of growth and momentum for one association and moving from a fully volunteer management association for the other. This position will add expertise in development strategy, grants management, governance support, and operations support to increase impact without overextending existing member volunteers and existing GMP teams.

Key Responsibilities

1. Strategy & Fundraising

- Develop annual fundraising plans and case for support aligned with client priorities.
- Execute segmented appeals and donor campaigns.
- Build and manage a major-gifts pipeline, including research, cultivation, proposals, agreements, and stewardship.
- Identify and develop strategic partnerships aligned with organizational goals.

2. Grants & Programs

- Maintain grant policies and guidelines.
- Manage grant application cycles, reviews, and compliance.
- Track awards, tributes, and deliver concise impact reports.



- Plan and implement Annual Patient Investigator Meeting (PIM) marketing plans aimed at increasing community participation and attendance. PIM is planned for June 2026.

3. Governance & Board Support

- Prepare notices, agendas, reports, and minutes for assigned meetings to include Boards of Directors, Development Committee, Scientific Advisory Board, Community Advisory Group.
- Track and support activities as identified as action items during meetings.
- Maintain governing documents and trustee rotation materials.

4. Compliance & Legal

- Ensure IRS and regulatory filings are current.
- Coordinate insurance and liaise with legal counsel as directed.
- Brief leadership on legal and tax matters as needed.

5. Finance & Coordination

- Coordinate GAAP-based records and donation posting with Finance team.
- Prepare officer-level summaries and support budget development.
- Assist with investment oversight and Form 990 coordination with Treasurer and CPA.

6. Data & Acknowledgments

- Maintain donor database and gift management systems.
- Oversee gift entry, issue timely tax receipts, and donor acknowledgments.
- Develop and execute a targeted campaign (1) to increase patient enrollment in the patient registry.
- Create a campaign strategy document outlining goals, target audience, key messages and delivery methods for the registry.
- Create metrics to measure campaign reach and impact
- Continue educational content highlighting the registry's role in advancing therapeutic drug development, supporting clinical trial enrollment, and encouraging community participation in the registry.
- Coordinate the review of new educational materials and circulate them to the Registry Advisory Board, and other Boards and IRB for review.
- Work with the President, Registry PI and Science Officer to develop registry enrollment goals and engagement metrics to measure the effectiveness of the campaign reach.

7. Communications & Web

- Draft content for quarterly newsletters and website updates.
- Update project trackers.
- Coordinate content reviews with appropriate committees and leadership.
- Coordinate with external vendors.
- Project manage and copy edit annual reports including facilitating the drafting of a word document, managing two review cycles with the Board and leadership
- Facilitate sourcing of images and visual assets and perform final quality check and publishing.



- Prepare social media/content management in coordination with Marketing Director and team Co-produce donor-facing stories and impact materials.
- Oversee fundraising content for annual reports and web pages.

8. Operations & Reporting

- Maintain an orderly filing system to ensure easy retrieval of documents, records, and reports
- Prepare invoices, memos, letters, and other documents
- Assist with researching, assembling, and analyzing statistical data to prepare reports
- Attend required GMP meetings and events and participate in GMP trainings.
- Displays GMP values.
- Foster a positive and inclusive work environment that encourages teamwork, creativity, and continuous learning.
- Perform other duties or projects as assigned.

Minimum Knowledge, Skills, and Abilities

Education: Bachelor's degree in nonprofit management, business, communications, or related field (Master's preferred).

Experience:

- 5+ years in fundraising, grant writing, and donor relations.
- Experience with governance support and compliance in nonprofit settings.

Skills:

- Strong knowledge of GAAP principles and nonprofit financial reporting.
- Excellent written and verbal communication skills.
- Proficiency in donor management systems and CRM platforms.
- Ability to manage multiple priorities and deadlines across clients.

Abilities:

- Strategic thinker with strong project management skills.
- Ability to work independently and collaboratively with executive leadership and boards.
- High attention to detail and commitment to confidentiality.
- Proficient computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Excellent communication skills include writing, speaking and the ability to adapt communication style to fit the situation and audience.
- Excellent organizational and time management skills; ability to plan and coordinately work independently balancing multiple work demands in a fast-paced environment.
- Excellent interpersonal skills with the ability to develop strong relationships that instill trust and confidence.
- Strong attention to detail



- Ability to lead multiple projects, set priorities, schedule staff assignments, and manage multiple deadlines.
- Ability to collaborate and empower internal and external teams.
- Ability to think strategically and perform tactically.
- Ability to adapt to changing priorities.
- Ability to anticipate, develop, write, and implement operational policies and practices.

Preferred Knowledge, Skills, and Abilities

- Association/Society experience preferred.
- Development or fundraising experience preferred.

Physical Requirements: Primarily sitting work, exerting up to 20 lbs. of force occasionally. Primary working while sitting, with occasional walking, stooping, crouching, and kneeling; frequent fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to occasionally assist in client meetings and events.
 - Must be able to travel nationally and internationally if needed
 - Must be able to stand and walk for long periods of time (minimum of 8 hours) for 2-5 days.

Work/Environment: Moderate noise level consistent with an office environment.

Personal/Physiological: Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting deadlines and finishing work, frequent changes in duties and volume of work, intra-organizational and client communication.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.