

Certification & Marketing Manager

Are you ready for that next big move in your career? Are you looking for your next challenge with an association that is in growth mode? Our opportunity is the kind that doesn't come around very often – an opportunity to develop a research center and determine its structure and future.

NIGP is on the hunt for an experienced Certification Manager. Our Certification Manager will support the advancement, visibility and operational execution of NIGP certification activities. This role is suited to a professional with proven certification program experience and some marketing knowledge.

We are seeking a talented individual to join our dynamic group of professionals who are deeply dedicated to elevating our public procurement profession.

While work experience and educational preparation are certainly important, we don't just hire the best resumes...we hire talented individuals that are a great fit for our culture and values first.

Your Key Responsibilities will be:

- **Certification Program Support**
 - Project management, ensuring initiatives are delivered on time
 - Collaborate with team certification process
 - Responsible for recertification tasks
 - Responsible for customer satisfaction surveys
 - Responsible for all marketing and promotion for the certification programs
 - Ensuring certification standards are followed
 - Learning and using candidate management system
 - Support and execute the communication strategy
 - Cultivate relationships with SMEs, certificants and volunteers
- **Operations / Programming**
 - Manage the job task analysis
 - Manage recertification tasks and responsibilities
 - Research and respond to certification requests
- **Marketing & Communications**
 - Coordinate communication strategies with internal and external marketing teams
 - Review all certification promotional and informational materials
 - Manage communications related to certification
 - Serve as Certification Commission and internal marketing point of contact
 - Ensure the certification manuals and other materials are up to date

Your Ideal Skills and Abilities:

- Demonstrated certification program knowledge working in for professional certification program at a Manager level

- Demonstrated relationship management skills and strong interpersonal and relationship building skills
- Familiarity with credentialing or professional certification lifecycles
- Experience dealing with confidential information
- Marketing experience in email campaigns, member communications, or brand-aligned outreach.
- Excellent systems management experience
- Solid computer/technical experience and knowledge
- Experience liaising with volunteers, commissions, or committees
- Excellent written communication, email marketing, and messaging design skills
- High attention to detail, professionalism, resilience, and mission-aligned engagement
- Team player who embodies NIGP values and member-first service orientation.

Your Minimum Qualifications are:

Any combination of education and experience equivalent to:

- Bachelor's degree (preferred)
- 3 or more years of experience working within or alongside a certification program required
- 2 or more years' experience with certification communications and email marketing is preferred
- Association or nonprofit marketing experience highly valued
- Experience working with volunteers/committees in an association context preferred.

At NIGP, we are committed to providing competitive salaries that are equitable and reflect the requirements and responsibilities of the position. In addition, we continuously benchmark our compensation and benefit package.

NIGP is a 100% virtual non-profit association. We have physical offices in Reston, Virginia for employees who are local the office is used to support operations and provide space where NIGP employees gather for meetings and events.

NIGP does conduct background checks after extending a conditional offer of employment.

NIGP is an Equal Opportunity Employer, that values the strength diversity brings to the workplace. Individuals with Disabilities and Protected Veterans are encouraged to apply. EOE M/F/D/V are encouraged to apply.

To apply, please email resume along with salary history/requirements to careers@nigp.org.