



Operations Manager

Work Location: Remote; presence at occasional meetings in Washington, D.C. required

Position Type: Full-Time; Contract

The [International Religious Freedom \(IRF\) Summit](#) is seeking an organized, detail-oriented Operations Manager to support the administrative, technical, and logistical execution of the annual IRF Summit and related events. Reporting to the Summit's Executive Director, the Operations Manager will serve as the central coordinator for internal workflows, vendor relationships, and partnership benefit fulfillment.

About the IRF Summit

The IRF Summit convenes a diverse coalition of civil society actors, government leaders, and grassroots advocates to advance international religious freedom for everyone, everywhere, all the time. Its marquee event, held annually in Washington, D.C., attracted over 1,700 attendees from 81 countries in 2025. Together, Summit partners and speakers represent every part of the political spectrum and dozens of religions and belief systems. The leading event in the space, the Summit requires excellence in execution from partner engagement to event logistics, communications, onsite management, and everything in between.

Key Responsibilities

Event Operations & Logistics

- Oversee administrative planning and execution of the Summit and affiliated events.
- Manage contracted events personnel to ensure timely delivery of all tasks.
Coordinate logistics with hotel staff and other venue vendors, including scheduling, space usage, AV/tech, catering, signage, and registration services.
- Maintain a master calendar of deliverables and deadlines for event-related logistics.

Partnership Benefit Delivery

- Ensure fulfillment of partner benefits as outlined in partnership agreements.
Work closely with partners to understand their priorities and coordinate deliverables.
- Liaise with internal stakeholders and contractors to ensure timely and accurate execution of partner deliverables.

Expense & Vendor Management

- Track and reconcile expenses related to events and operations.



- Serve as the primary point of contact for vendors, monitoring contracts and ensuring satisfactory performance.
- Ensure efficient, budget-conscious use of resources across all operational areas.

Internal Coordination

- Act as the central liaison for staff, contractors, volunteers, and interns to ensure alignment across workstreams and promote effective collaboration.
- Manage workflow and task tracking systems to maintain accountability and visibility.
- Support leadership with execution of high-priority projects and operational initiatives.

Qualifications

- 3+ years of experience in event operations, nonprofit administration, or program management.
- Exceptional organizational and communication skills.
- Proven ability to manage multiple projects, vendors, and deadlines simultaneously. Experience working with sponsor/partner benefit fulfillment is strongly preferred. Proficiency in project management tools and office software.
- Strong interpersonal skills, with a proactive and collaborative work ethic.
- Bachelor's degree or commensurate experience in nonprofit operations management, public policy, or a related field.

To Apply

Please submit your resume and a brief cover letter here: <https://tinyurl.com/3ez3bu9j>