

Volunteer Opportunity: Operations Manager

Keep the mission moving.

About the Forum

[The Security and Democracy Forum](https://www.securityanddemocracy.org) is an independent, nonpartisan nonprofit dedicated to advancing peace, principled security, and democratic resilience. We publish original research and commentary, cultivate emerging leaders, and convene honest dialogue on the role of security in a free society.

What We're Looking For

We're seeking a detail-oriented, mission-driven volunteer to help manage the internal operations of our growing organization. This is an ideal role for someone with experience in nonprofit administration, program coordination, or startup operations who wants to help build infrastructure that supports public impact.

Key Responsibilities

- Maintain project and content calendars, timelines, and team workflows
- Track key metrics and progress toward organizational goals
- Support digital infrastructure (email platform, web CMS, file management, etc.)
- Assist with onboarding new volunteers and managing fellowship logistics
- Help ensure internal processes run smoothly and efficiently

What You'll Gain

- Hands-on experience running the internal operations of a new nonprofit
- Strategic insight into nonprofit growth and mission implementation
- A collaborative working relationship with the Executive Director
- Visibility into D.C.'s policy and advocacy ecosystem

Time Commitment

Flexible—estimated 3–5 hours per week, depending on availability and goals. This is a volunteer role, though there may be future potential for stipends or paid engagement as the Forum grows.

Who You Are

- Organized, reliable, and proactive
- Comfortable using digital tools (Google Workspace, Notion, Substack, etc.)
- Committed to democratic values and public service

To Apply

Email graham@securityanddemocracy.org with a brief note about your interest, a resume or LinkedIn profile, and (if possible) one or two writing or communications samples.