

SAMPLE JOB AD

Associate Consultant

An Associate Consultant collaborates with dedicated Senior Consultants and Partners in the delivery of our nonprofit consulting programs. He/she engages directly with clients and helps build the shared body of knowledge through research, analysis, and documentation.

Specific Responsibilities

- Work as part of a diverse team, forging close relationships with clients and colleagues to develop and implement human capital management strategies in a collaborative professional environment
- Conduct quantitative and qualitative research including through reviews of client processes and documentation, online surveys, and interviews of client leaders and staff
- Analyze data and draft clear and compelling presentations and related materials for clients and funders
- Support project management by monitoring progress against timelines, milestones and budgets for multiple concurrent engagements
- Assist in developing and continuously improving the firm's internal knowledge management and evaluation systems, data and tools, as well as external white papers and conference presentations
- Provide other marketing and administrative support as appropriate

Qualifications

- Knowledge, passion, and engagement with the nonprofit sector and our organization's mission
- Compelling interest in leadership development, human capital management, and/or organizational development
- Proven ability to use outstanding interpersonal, political navigation, and communication skills to create organizational change
- Proven ability to use analytical skills to assess large volumes of qualitative and quantitative data, find patterns and core issues, and present fact-based recommendations
- Highly motivated self-starter with demonstrated comfort taking initiative
- Excellent verbal and written communication skills, including editing and presenting
- Strong project management and organization skills, with ability to juggle multiple demands
- Humility to recognize that we are learning all the time, and the hunger to use challenges as opportunities to gain new knowledge