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