



Associate Consultant Position Description

Overview

Nonprofits are working harder than ever to solve homelessness, create new educational opportunities, and improve healthcare in communities across the country. Yet as they work to solve social problems, nonprofits also face growing competition in a sector that has almost doubled in size over the past decade. In this increasingly crowded marketplace, many organizations are looking for help to deliver services more efficiently, to demonstrate their effectiveness, and to build awareness for their cause.

Companies, meanwhile, are rethinking their role in the world: as the idea of corporate social responsibility moves to the mainstream, corporations are looking for strategic, highly leveraged ways to give back to the community. In many cases, the professional expertise that leading companies possess is exactly what smaller, community-based nonprofits need. Both companies and nonprofits stand to benefit by working together more effectively—what's missing is a mechanism for connecting the two.

Common Impact provides that mechanism: we accelerate the solution of social problems by strengthening the social sector, developing a community of engaged citizens, and fostering corporate social responsibility. We help companies and their employees use their professional skills to strengthen community-based nonprofits; in the process, we remove the barriers that make it difficult for nonprofits to access professional expertise. Thanks to our unique model and talented staff, Common Impact has helped more than 100 nonprofits and leveraged more than \$6 million in *pro bono* resources from participating companies.

We are looking for a talented new employee to help build these cross-sector connections. As our next Associate Consultant, you will improve the effectiveness of high-potential nonprofits, manage teams of skilled volunteers who will execute a project for your clients, and foster relationships amongst all constituents as we expand our service offerings and grow the organization.

Challenges for the Associate Consultant

As the Associate Consultant, you will be responsible for:

- ***Facilitating successful relationships between nonprofits and volunteer teams.*** Common Impact offers many different projects to volunteers such as six-month team projects, mentoring to a nonprofit, 3 month deeper project engagements or six-month “internships” for teams. The Associate Consultant will be the primary contact for some corporate volunteers: you will help recruit new corporate volunteers, manage prospective volunteers, oversee volunteer teams and their nonprofit counterparts during project implementation, and gather feedback at the end of each project.
- ***Building community amongst volunteers.*** Common Impact hosts regular recruiting events at our corporate partners to generate interest, as well as celebrations and educational events to keep volunteers coming back. You will be responsible for coordinating these events and, as you grow in the position, eventually running these events yourself.
- ***Identifying high-performing nonprofits.*** The Associate Consultant is responsible for overseeing our entire client selection process. You will field questions and read proposals from interested nonprofit applicants, coordinate information sessions, help select a subset of

organizations from the initial applicant pool, conduct second round interviews, and work with other consultants to make final selections.

- ***Helping consultants solve nonprofits' business challenges.*** Common Impact works with nonprofits to address their most pressing marketing, technology, and human resources needs. While some clients go straight to a volunteer project, others go through an assessment process first to help them understand what projects would be of greatest benefit; in these assessments, we conduct surveys and interviews, summarize the needs that we heard, and provide recommendations about how the organization could address its challenges. You will work closely with our consultants throughout this process, starting by taking notes and coordinating meetings while growing into a role where you eventually lead interviews and conduct your own analysis. The Associate Consultant will work across our five practice areas of Technology, Marketing, Human Resources, Operations and Finance, and while you are not expected to be an expert in any one area, the Associate Consultant should be able to speak to teams in each area to ensure projects are providing a great experience for teams and outcomes for our nonprofit clients.
- ***Assisting the consulting team to build out our services.*** As Common Impact continues to grow—serving more nonprofits, more teams, and more geographies—you will be joining a fast-moving, dynamic company that is eager to develop, refine, and expand our services. Some of our current projects include strengthening our infrastructure to support work in Richmond, VA and New York and developing partnerships in these markets. You will have the opportunity to share your thoughts and, as you grow in the position, to manage some of these projects yourself.
- ***Enhancing the organizational culture at Common Impact.*** At Common Impact, we strongly believe that the spirit in which we do our work is as important as the work itself. We pride ourselves on excellence, innovation, fostering collaboration between groups that might not otherwise interact, and a willingness to have fun with our work. A successful candidate for this position will also hold these values.

Core Skills Required for this Position

The Associate Consultant position is a unique, exciting position that will allow you to use and develop a number of different skillsets. That said, we require that every candidate be:

- ***A strong verbal and written communicator.*** The Associate Consultant is the main point of contact for many corporate volunteers and nonprofits—you will be the Common Impact staff person that our constituents know best. As a result, we are looking for a person with strong communication and presentation skills who leaves a positive impression with everyone they meet.
- ***A self-starting, energetic leader who elicits the respect and trust of staff and external partners.*** In this position, you'll get to work with everyone from an Executive Director at a two-person nonprofit to a representative of a Fortune 500 company. We are looking for an up-and-coming star who has an innate sense of how to form strong relationships with diverse parties and can drive meetings to success.
- ***An independent worker who can juggle a wide range of simultaneous projects.*** Associate Consultants can manage as many as 20 projects in a year, with other tasks on your plate as well. We're looking for a successful project manager who is organized, flexible, willing to take on a variety of tasks, able to keep track of many details, and able to handle projects with competing priorities.
- ***Able to feel comfortable discussing topics in a variety of service areas, including technology, marketing, and human resources.*** We don't expect you to be an expert in all of these areas, but you should be interested to learn more and you should be able to carry on basic conversations with volunteers who are experts in these areas.
- ***An excellent problem solver and critical thinker who can synthesize information, ask insightful questions, and spot trends quickly.***

- ***Have knowledge of IT systems and technology or have interest and willingness to learn these skills.***
- ***Committed to working with diverse communities.***
- ***Enthusiastic for the mission of Common Impact.***

About Common Impact

Common Impact develops and implements skills-based volunteering programs that pair business professionals from leading companies with local nonprofits addressing crucial after-school, housing, and community health care needs. Our innovative model channels untapped resources into the nonprofit sector and fosters relationships that bridge the for-profit and nonprofit worlds. Through Common Impact, skilled volunteers from BEA Systems, CA, Cisco Systems, Fidelity Investments, and State Street Corporation have provided IT, Marketing, Human Resources, Finance and Operations solutions to more than 250 high-potential nonprofits in Greater Boston, New York, Richmond, VA and Raleigh, NC.

This year, Common Impact has an operating budget of \$1 million and will have a staff of 10 by year end. We will serve more than 25 nonprofits in the Greater Boston metro area. For more information about Common Impact, please visit our website at <http://www.commonimpact.org/>.

How to Apply

Common Impact is an equal opportunity employer committed to building a diverse community. **Common Impact strongly encourages people of color and women to apply.**

To apply for this position, please submit your resume, cover letter, and salary requirements to jobs@commonimpact.org, with “Associate Consultant – *Last Name, First Name*” in the subject line (for example, Associate Consultant – Doe, Jane). Applications without these materials will not be considered. Applications will be accepted on a rolling basis through August 13, 2010.

Your cover letter should address the following questions (this is no time to be modest!):

1. Tell us about why you want to be the Associate Consultant. What excites you about this position? What excites you about Common Impact?
2. A cornerstone of the Common Impact model is that we deliberately seek collaboration between groups that might not otherwise interact; we accomplish this by joining skilled volunteers from leading companies with staff members from nonprofit organizations to implement a discrete project. We recognize that no one person is an expert with the answer to every question, but we believe that powerful change can occur when people with differing skillsets work together.

Nevertheless, bringing these groups together is not always a simple task, as individual participants often come from vastly different backgrounds. Please describe one experience that you have had facilitating a relationship between people whose backgrounds were dissimilar from your own. How was this experience was challenging for you? What role did you play to mitigate differences? What did you learn from this experience about interacting with others and developing successful relationships?

3. Please discuss your project management skills, particularly your ability to juggle multiple projects simultaneously. Please give a specific example that illustrates these skills.
4. What are the skills that you hope to develop in this position?