ASSOCIATE (JANUARY 2020)

THE JOB
You are a dynamic player on our small team. Your role focuses primarily on supporting client consulting engagements, with a smaller percentage of your time (25%) in support of marketing and business development. You are detail oriented, process literate and hungry to learn. There is no typical day, so you enjoy wearing multiple hats. You are motivated to speak up, solve problems and do great work. As your skills develop, you take on increased responsibility. You enjoy collaborating in-person with your D.C.-based colleagues and working virtually with remote team members and clients.

This fulltime position is based in Washington, DC with our Executive Director and one of our two Partners. Occasional travel is required.

WHY WORK WITH US
We are a nonprofit consulting firm dedicated to transforming the leadership and management of social sector organizations to realize deep partnership and achieve mission. We probe challenges, create new approaches and serve as thought-partners to both our clients and each other. We are fueled by trust, accountability, agility and collaboration. Growing and developing our team is central to our work - we learn through mistakes, feedback and coaching. We care about and respect each other. We believe that we all have something important to contribute to the team and our work.

Our Commitment to Race Equity and Intersectionality
Race Equity with an intersectional approach is one of our three strategic pillars; we bring this equity lens to all that we do. Our staff’s skill in this domain helps us transform behaviors, systems, policies and practices that perpetuate structural inequalities in management and leadership practices across our workplaces and in our communities. With our partners, and internally, we are committed to surfaced tough challenges around race equity, bias and discrimination, and we identify and facilitate ways to shift mindsets and behaviors.

RESPONSIBILITIES
Client consulting
- Manage internal team meetings and client meetings (scheduling, note taking, tracking actions items, communicating decisions, and pursuing follow-up).
• Analyze client data from surveys, interviews, focus groups, and documents to produce findings.
• Prepare client materials (update existing materials, tailor content to client, research solutions and next practices, and draft new slides).
• Attend select client meetings to observe, learn, and facilitate targeted portions of content. Facilitation experience will increase as you gain experience and comfort with our material and approaches.
• Prepare and track progress against project timelines; notify project team when they are not on track to meet milestones, facilitating course correction as needed.
• Prepare and track project budgets; adjust team allocations and solve problems with project leader.
• Maintain accurate capacity model spreadsheet (team deployment, formulas, hours worked, project profitability), analyze it and solve for project demands.
• Support AchieveMission’s internal knowledge management of client consulting materials, both within a given client engagement and across our body of work.

Marketing and sales support
• Support our external brand and communications as a member of the marketing team.
• Support the sales team’s efforts to find and prioritize prospective clients through research and reporting.
• Draft budgets and proposals for prospective client engagements.

WHAT WE LOOK FOR
• Passion: You have a strong desire to do work that matters.
• Nimble: You manage a range of tasks and stakeholders well and adapt as projects evolve.
• Learner: You love to learn and reflect on personal and technical areas of strength and growth and you seek out knowledge about trends and new ways to approach difficult problems.
• Strong Communication Skills: You communicate clearly and sensitively with a range of audiences.
• Independent and focused: You are a self-starter who follows through. You work with little direction in a flexible environment and know when to reach out for help.
• Systems-thinker: You see and seek opportunities to understand and do the work at a system level.
• **Collaborative:** You are a team player with outstanding interpersonal and teaming skills.
• **Rigor:** You are highly organized with unwavering attention to detail.
• **Professional Experience:** 1-4 years, including familiarity with non-profits, philanthropies, B Corps, and/or government agencies, and customer relationship management. Salesforce expertise a plus.
• **Education:** BA or equivalent experience.

**DOES THIS SOUND LIKE YOU? APPLY!**
Let us hear from you! We’d like to fill this job by February.

We encourage candidates from all backgrounds to apply. We are an equal opportunity employer that values diversity of all kinds (age, race, color, disability, marital status, national origin, religion, sexual orientation, gender identity, gender expression, and veteran status).

Send a resume and cover letter outlining how your skills and experience match the role and AchieveMission to careers@achievemission.org. Place “Associate” in the subject line and attach your resume and cover letter as one PDF. Please tell us how you heard about this job!