SENIOR OPERATIONS AND BUSINESS DEVELOPMENT ASSOCIATE (SPRING 2020)

Location: Washington, DC
Salary range: $60-$70K
Inclusive benefits: flexible work environment, Medical & Dependent Care FSA, technology stipend, unlimited sick leave

THE JOB
You are a dynamic, curious self-starter supporting our small team. Your role is to help us maintain smooth and efficient workflow across our internal operations, client consulting, marketing, and sales functions, all while remaining nimble and responsive to the needs of our team and our clients.

You are organized, detail oriented, and have exceptional follow-through. There is no typical day, so you enjoy wearing multiple hats. You are proactive and motivated to solve problems and do great work to help us fulfill our mission. You enjoy a highly collaborative team environment and are effective when working virtually with remote team members and stakeholders.

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 across our workplaces and in our communities. With our partners, and internally, we are committed to surfacing tough challenges around race equity, bias and discrimination, and we identify and facilitate ways to shift mindsets and behaviors.
RESPONSIBILITIES

AchieveMission Operations

- Support the Leadership Team with strategic work planning efforts, so we know who has capacity to take on new work — or who needs extra help — and when
- Help create organizational policies and procedures
- Support the Leadership Team by managing tasks that include travel logistics, special projects, coordinating board meetings and staff retreats, and researching thought leadership pieces
- Other duties as assigned

Marketing, business development, and sales

- Coordinate business development team meetings
- Schedule and coordinate prospective client sales meetings
- Create and maintain up-to-date program collateral (slide decks, one-pagers, etc)
- Help draft and execute client contracts
- Publish announcements, resources, updates, and blog posts to AchieveMission’s website
- Project manage quarterly newsletters sent to thousands of subscribers

Systems and technology

- Manage internal file sharing systems
- Serve as the primary system administrator for technology platforms (website, Google Apps, Salesforce, others)
- Proactively identify new technology solutions that align with organizational culture and need

Program

- Provide occasional scheduling and logistics support for client consulting engagements
- Draft materials for client meetings (slide decks, etc.)
- Other duties as assigned

HERE ARE SOME TASKS YOU MIGHT HAVE TACKLED LAST WEEK

- Published a new blog post, written by Mikaela, to the AchieveMission website
- Updated the team’s internal work planning tool with projected client project hours for the next four months
- Prepared a draft agreement for a new client project
- Scheduled next month’s board meeting
- Joined a marketing meeting to discuss the outline of the next quarterly newsletter, then circulated next steps/agreements to the team
- Helped create a slide deck covering AchieveMission’s offerings for use on an upcoming prospective sales call
• Troubleshoot a team member’s Dropbox hard drive syncing issue
• Conducted research on prospective foundation partners with programmatic/thematic areas that align with AchieveMission, and shared findings with the Leadership Team

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 and feedback on 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 proactive self-starter who follows through. You work with little direction in a flexible environment and know when to reach out for help.
• **Collaborative**: You are a team player with outstanding interpersonal and teaming skills.
• **Rigor**: You are highly organized with unwavering attention to detail.
• **Professional Experience**: 2–3+ years relevant experience – likely somewhere at the nexus of operations, administration, finance, and human resources – including familiarity with the Social Sector and customer relationship management.
• **Technology**: proficiency with Microsoft Office and G Suite required; Salesforce expertise is a plus.
• **Education**: BA or equivalent experience.

DOES THIS SOUND LIKE YOU? APPLY!
Let us hear from you! We’d like to fill this role as soon as possible. While we will consider applications on a rolling basis until the role is filled, we encourage you to apply by May 6th.

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 “Senior Operations and Business Development Associate” in the subject line and attach your resume and cover letter as one PDF.

Please tell us how you heard about this job!