

SENIOR CONSULTANT

CRE is committed to building a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.

Date: January 2017

About Community Resource Exchange (CRE)

CRE is a nonprofit consulting firm that provides the strategies and tools needed to build sustainable, high-performing organizations that improve people's lives and drive social change. We specialize in serving organizations that have deep roots in urban communities, particularly those groups working to fight poverty, promote equity, and expand opportunity.

For 36 years, CRE has worked at the intersection of nonprofits and communities – building leaders and strengthening organizations to plan smartly, operate effectively, and produce results. Today, CRE is proud to be the go-to partner annually for 300 organizations – large and small – working to create opportunity and catalyze change.

Position Summary

The Senior Consultant plays a key role at CRE, responsible for supporting and strengthening social change organizations by leading the design, development, and implementation of a variety of consulting, coaching, and training engagements. For this particular position, experience with strategic planning projects is required. Partnering and working with a cross-section of CRE clients, the Senior Consultant will be accountable for achieving the outcomes and deliverables for those engagements. The Senior Consultant also will be responsible for product development and business generation; increasing CRE's visibility in the sector; developing or expanding CRE's programs and services; and continuous learning and sharing of new practices that deepen CRE's expertise. S/he will be expected to contribute to the larger organization's growth and development.

The ideal candidate will have a deep commitment to the social sector and CRE's mission. As a representative of CRE to internal and external partners – including clients, professional colleagues, funders, members of the press, CRE's staff and the Board – the successful candidate must have the ability to maintain a broad focus while attending to details, and to prioritize and complete multiple tasks effectively and efficiently. This position requires excellent writing, speaking, framing, and critical-thinking skills as well as creativity to manage engagements in a way that achieves outcomes and engages the clients.

Essential Duties and Responsibilities

- A. Program delivery – Strengthen social sector organizations
 - Consulting engagements, specifically in strategic planning, board development, partnerships, performance management, innovation, and risk management
 - Leadership and management development using peer-based learning, team facilitation, coaching, and training
 - Organizational assessment and implementation support for change initiatives
 - Preparation of high quality and professional work plans, reports, and documents

B. Business generation

- Specific revenue targets each year, to be determined with senior leadership
- Proactive outreach and marketing of CRE through blogs, articles, presentations, social media, client cultivation, and networking
- Collaboration with Marketing staff to promote CRE's offerings and special events
- Preparation and presentation of bids/proposals to clients for specific work engagements

C. Commitment to advance the social sector and contribute to thought leadership

- Writing for CRE knowledge-sharing outlets
- Writing for social sector publications
- Developing partnerships to co-sponsor events, trainings and convenings
- Ongoing contributions to CRE's knowledge management system
- Presentations at conferences or at other public programs

D. Contributions to CRE's growth and development

- Collaboration with senior leadership on business development strategies
- Active participation in business management meetings, staff meetings, and staff development
- Adherence to CRE's contracting and program policies and processes (e.g., time entry, budget management, relationship management, documentation)

Qualifications, Experience, and Education

The successful candidate will have the following minimum qualifications:

- A minimum of five years of consulting experience
- Strong understanding of and experience with strategic planning
- Solid understanding of organizational development and capacity building
- Demonstrated experience in R&D: program design, program development, prototyping, scaling or innovation, start-ups, research to practice, financial modeling
- Familiarity with organizational assessment and diagnostics, quantitative and qualitative review methods, nonprofit finance, operations, compliance, and governance
- Understanding and appreciation of change management principles and processes
- Strong knowledge of and commitment to the nonprofit sector, particularly nonprofits addressing poverty and social justice
- Understanding of the philanthropic world is a plus
- Understanding of adult learning
- Bachelor's degree required, advanced degree strongly preferred
- Proficiency in a second language (in addition to English) preferred

Core Competencies

- Strong client service orientation that includes approaching clients as partners
- Commitment to high-quality work, productivity, and self-development
- Ability to assess, analyze, and synthesize data and information to recognize themes and trends that will help achieve targeted outcomes
- Ability to identify and design appropriate consulting strategies/interventions for clients
- Appreciation for and understanding of the dynamics of organizational change

- Insightful and creative in problem solving, with an ability to leverage diverse resources and opportunities to benefit CRE and its clients
- Ability to engage and manage groups of participants to help them make smart decisions and arrive at optimal solutions
- Sensitivity and effectiveness in interactions with diverse individuals
- Effective collaboration with clients and colleagues to solve problems as they emerge
- Strong project management skills, with an ability to effectively and efficiently organize time and resources to accomplish work goals
- Excellent written and verbal communication skills, including an ability to articulate and present ideas effectively with presence
- Exceptionally organized, detail-oriented and able to manage multiple complex tasks and prioritize as necessary
- Proactive, can-do attitude with a sense of humor
- A team player; open, collegial, and supportive with colleagues
- Flexible and able to work effectively in a dynamic environment
- Comfortable learning to use and work with CRM platforms

Competitive salary and benefits will be commensurate with experience.

How to Apply

For immediate consideration, please send your resume and cover letter to recruiting@crenyc.org and indicate "Senior Consultant" in the subject line.

We thank you for your interest in career opportunities with CRE. Due to high volume, only those candidates selected for an interview will be contacted.

CRE is an Equal Opportunity Employer and complies with the Americans with Disability Act.