



31 Milk Street, Suite 310
Boston, MA 02109
617-728-9151
www.tdcorp.org

Senior Associate Consultant

Organizational overview

TDC is a Boston-based nonprofit management consulting and research firm that works across the nonprofit sector.

We offer strategic business planning services for nonprofits at key organizational inflection points. Guided by our clients' missions, informed by market realities, and grounded in financial best practices, we work with clients to help them lay out integrated programmatic, organizational, and financial strategies. In addition, TDC works with funders and donors to create philanthropic strategies that support their visions for meaningful impact within the nonprofit sector.

TDC is a small firm comprised of approximately 20 consultants across three levels: Associate Consultant, Senior Associate Consultant, and Manager/Principal. Our upper-level consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors.

Position overview

Senior Associate Consultants serve as internal project managers for TDC client engagements. Like all team members, they work in a fast-paced environment on multiple engagements simultaneously. Senior Associates serve as the primary point of contact for clients during the course of an engagement. As such, they are responsible for managing relationships with organizational leaders, some of which can be complex or sensitive.

Senior Associate Consultants are responsible for ensuring the meeting of milestones and deadlines by communicating clearly with clients on topics such as overall engagement objectives, work plan and key findings; managing internal project teams; delegating project tasks; supervising the work of Associates and Project Assistants; and, coordinating with firm principals.

Senior Associate Consultants' primary responsibilities include:

- Working with clients to identify key strategic questions facing the organization.

- Conducting in-depth financial analyses of income statements and balance sheets to clarify the organization's financial model and current state of financial health.
- Building financial models, and identifying and modeling scenarios and their implications.
- Designing and implementing a research agenda to inform a strategic or business planning process. Such research agendas may include interviews, focus groups, audience surveys, organizational benchmarking and statistical analysis of client data.
- Analyzing and synthesizing all research findings – qualitative and quantitative – to identify key market implications and strategic challenges.
- Collaborating closely with key client staff members to develop organizational business plans, including financial projections and detailed operational strategies, and identifying risks within the business plan and any mitigating strategies.
- Leading the process of developing major client deliverables, including writing and editing reports as well as presentations for clients.
- Facilitating meetings of clients' board, staff and other stakeholders as needed.
- Contributing to sector reach and the firm's learning objectives.
- Participating in business development, including writing project proposals and attending meetings with potential clients.

Candidates for the Senior Associate Consultant position are expected to think holistically and strategically about all aspects of clients' organizations, from the markets they serve to their staffing and governance. They should have an MBA or commensurate experience and proven commitment or interest in the nonprofit or social sector. Highly qualified candidates will meet most or all of the following criteria:

- Experience managing projects that required thinking holistically, identifying and resolving a key strategic challenge, and delivering against tight deadlines.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative and qualitative information.
- Demonstrated ability to conduct financial analyses and create detailed financial budgets/projections for nonprofit organizations.
- Experience conducting market analysis and sizing using quantitative/qualitative sources.
- Experience conducting research and/or designing a multifaceted research project.
- Excellent writing, editing and oral communication skills; ability to organize and present complex information in a clear and concise manner.
- Skilled at facilitating meetings and/or making presentations to small and large groups.
- Demonstrated ability to build relationships at all levels of an organization, often in complex and sensitive environments.
- Diplomatic, broad-minded, flexible, curious and detail-oriented.

Applying

TDC is currently seeking applications for a Senior Associate Consultant position in our Boston offices. We are looking to fill this position as soon as possible, and will consider applications on a rolling basis.

To be considered for this position, please send your resume, and a cover letter that reviews your qualifications and explains why you would be a good fit at TDC. Please also include 2-3 reference contacts and a writing sample of 3-5 pages. Please note: in a writing sample we are looking for a persuasive or analytical essay that demonstrates your ability to use data in support of a crisp and thoughtful argument.

All correspondence should be sent to hr@tdcorp.org. No phone calls please.