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Project Manager

TDC, a nonprofit management consulting and research firm, seeks a Project Manager to join our team. TDC works exclusively with nonprofit, governmental, educational, and philanthropic organizations, providing them with the business and management tools critical to achieving mission success.

The Job

Project Manager's engagements span TDC's portfolio of work: Strategic business planning as well as flexible coaching/scenario-planning engagements with individual organizations; cohort management for major foundations; organizational assessments and evaluations for individual nonprofits as well as their funders, and sector-wide research engagements for foundations and other philanthropic entities. As mid-level consultants in the practice, Project Managers support TDC's principals and Vice Presidents in client engagements, supervise associate consultants, and lead individual engagements as their experience at the firm grows. Project Managers staff multiple client engagements simultaneously, working in teams of 2-4. Project Managers also serve on TDC's management team, contributing to firm-wide strategy and management.

While the precise role of a Project Manager shifts depending on the client, type of engagement, and skills/capacity of the project team, responsibilities generally include:

- **Quantitative and Qualitative Research:** Project Managers identify critical research questions in collaboration with the client and project team, design research plans to answer those questions, gather and analyze quantitative and qualitative data, and summarize key findings and surface strategic implications. Data sources include internal documents, donor/customer data records, audience/donor/community surveys, staff/board/stakeholder interviews and focus groups, publicly-available demographic data, etc.
- **Financial Analysis and Modeling:** Project Managers analyze financial statements (including nonprofit audits, form 990s, income statements, balance sheets, and budgets) to develop an understanding of clients' financial health, including business model and capital structure and their attendant risks and opportunities; develop and communicate the resulting implications to clients and stakeholders; and build forward-looking financial models to support implementation of strategies, tactics, and recommendations.
- **Strategy and Deliverable Development:** Project Managers contribute to client discussions; participate in the development of strategic priorities and

financial/operational implications; and craft client deliverables including slide decks, memos, research reports, and strategic plan narratives. As they grow more experienced in the practice, Project Managers take a greater leadership role in the intellectual development of deliverables and may facilitate staff and board discussions.

- **Project, Client, and Team Management:** Project Managers are responsible for the internal processes and workflows of each engagement (including managing immediate and long-term action items, facilitating the delegation of responsibilities among the team, proposing revisions to workplans, and developing agendas and plans for client meetings). They handle significant amounts of client-facing communication and coordination.
- **Firm Management:** As members of the TDC management team, Project Managers participate in regular management meetings and contribute to conversations on human capital management, labor planning, business development, and firm-wide strategy and priorities. They may also lead individual firm management tasks, such as technology, hiring, onboarding, proposal management, etc.

The starting salary for Project Managers at TDC is mid-\$70,000 with benefits, including contributions to insurance and retirement funds. As a registered 501c3, employment at TDC qualifies for the Public Service Loan Forgiveness program and other loan relief programs for nonprofit employees.

Due to the COVID-19 pandemic, TDC is currently working remotely; if a candidate is not currently based in Boston, there is some flexibility regarding timelines of relocation and start date.

Qualifications

TDC looks for the following qualities and skills in Project Manager candidates:

- **Commitment to the nonprofit sector:** Strong alignment to TDC’s mission of supporting nonprofit organizations and funders, understanding of and engagement with critical issues in the field.
- **Relevant work experience and education:** Several years of work (ideally in a nonprofit organization, a consulting firm, and/or in a strategic or finance function). We expect candidates hold a graduate degree in management (such as an MBA, MPA, or similar) or commensurate professional experience.
- **Project management skills:** a keen attention to detail, competency in “managing up,” and the ability to proactively manage multiple competing priorities, to ensure that work is completed accurately, efficiently, and on time.
- **Research and analysis skills:** A fluency in analyzing and making meaning from quantitative and qualitative data,

- **Financial analysis skills:** Comprehensive knowledge of financial statements and metrics, and the ability to develop strategic and operational implications from them.
- **Strategic thinking skills:** The ability to integrate mission and vision, findings from research and analysis, organizational context, and key stakeholder views to guide client decision-making.
- **Commitment to Equity:** A strong foundation in the ideas of equity, diversity, inclusion, and social justice.
- **Communication and interpersonal skills:** The abilities to present information, including quantitative data, to a variety of audiences; write compelling, logically, and without errors; and develop strong relationships and engender trust in clients, partners, and teammates.

While not required, strong Project Manager candidates will possess one or more of the following:

- Particular interest or experience in the arts & culture, education, or youth development subsectors, or foundations/funders/philanthropy
- Understanding of how the ideas of equity, diversity, inclusion, and social justice intersect with issues of nonprofit management/philanthropy, and/or experience approaching strategic/management topics through a racial equity lens
- Experience supervising others
- Experience managing projects in a consulting or client-service environment
- Significant exposure to nonprofit finance
- Experience using audience and/or donor data

TDC believes that a team with diverse experiences and backgrounds generates richer discussions and more nuanced thinking, and strives to be an inclusive workplace where everyone feels welcome and respected. We are an equal opportunity employer and actively encourage applications from those whose identities reflect the diversity of the constituents our clients seek to serve, and whose identities are traditionally underrepresented in nonprofit management.

To Apply

To be considered for the position, applicants should submit a resume and cover letter that details your interest in TDC and how your experience and education align with the skills and qualities needed in the Project Manager role. Materials should be submitted via our [online application](#). Resumes will be reviewed on a rolling basis. No phone calls, please.

About TDC

TDC is a leading management consulting and research firm that works across the nonprofit sector. 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. Our work with both nonprofit organizations and funders lends our firm a well-informed, multidimensional viewpoint, and allows us to make impact individually at the nonprofit level and sector-wide through our work with funders.

Based in Boston, TDC has a staff of sixteen who work with clients nationally. Our consultants bring a wealth of experience from the nonprofit and social sectors, and are skilled in organizational planning, data and financial analysis, program development and evaluation, and operational design. We possess a strong track record in facilitating highly complex strategic business planning and organizational change processes for hundreds of organizations.