



31 Milk Street, Suite 310, Boston, MA 02109 www.tdcorp.org

Practice Coordinator

TDC, a nonprofit management consulting and research firm, seeks a Practice Coordinator 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

Reporting to the Executive Vice President, the Practice Coordinator provides administrative and operational support to the Senior Management Team, and works closely with the Finance Manager to assure the effective operations of the firm. This role provides the opportunity to work across functions in a fast-paced and multifaceted nonprofit organization, and allows meaningful opportunities for learning and growth in responsibilities. The Practice Coordinator will support members of TDC's management team in the following areas:

- **Firm management:** Scheduling, developing agendas, and taking notes for various firm management meetings; tracking subsequent action items; and coordinating various internal initiatives.
- **Project and labor planning:** Managing the centralized database of ongoing client engagements, running and distributing weekly reports, and assisting firm leadership in assigning staff to projects.
- **Business development:** Fielding inquiries from potential clients, tracking and supporting proposal development, and managing the database of project summaries and other business development content.
- **Talent management:** Managing recruiting logistics and communications, including job posting, application coordination, and interview scheduling; coordination of internal staff reviews; and scheduling and organizing firm-wide professional development and training activities.
- **Technology:** Act as the main point of contact for TDC's IT support and telecommunications vendors, coordination of internal IT team, and offer basic in-house IT support.
- **General administrative and operational activities,** including managing business travel logistics, updating the firm website, and supporting the Finance Manager in overall office functions and facility issues.

The starting salary for the Practice Coordinator is mid-\$50,000 to mid-\$60,000 (depending on experience) 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 largely remotely; however, this role may require some in-office work immediately, and we anticipate resuming full-time in-office work later this year.

Qualifications

- **Interest in the nonprofit sector:** Alignment to TDC’s mission of supporting nonprofit organizations and funders, and curiosity about the field.
- **Relevant work experience:** At least three years’ experience working in an administrative or operational role in a fast-paced work environment, and knowledge of at least two of the areas of responsibility. Experience at a nonprofit organization or professional services firm a plus.
- **Operations and organizational skills:** Ability to synthesize and document information, chart courses of action, and ensure information is shared and understood; a keen attention to detail; the ability manage multiple competing projects, priorities, and deadlines; and the ability to work independently, support teams, and “manage up” when needed.
- **Communication and relationship management skills:** Excellent verbal and written communication skills; sound judgement in how to develop positive internal and external relationships, address sensitive topics, deal thoughtfully with confidential information; and a demonstrated ability to work with individuals with differing identities, communication styles, work preferences, and personalities. Experience working in a client-facing role a plus.
- **Knowledge of technology:** Comfort and facility with basic hardware/software and Microsoft Office suite. Experience with website content management systems such as Wordpress and/or project and labor management software such as BigTime a plus.
- **Understanding of equity:** A knowledge of, and/or willingness to learn more about, issues of equity, diversity, inclusion, and social justice, and a willingness to participate in firm-wide initiatives and trainings related to these topics.

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 as a single PDF. The cover letter should clearly answer these questions:

- 1) Why are you interested in TDC and the Practice Coordinator role?
- 2) What skills and experiences would you bring to allow you to be successful in the role?

Materials should be submitted via our [online application](#). Applications will close on **Tuesday, June 1 at 9:00 AM**—however, applications will be reviewed on a rolling basis and early applications are encouraged. Interviews will be held in June, with an anticipated start date in mid-July. 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.