



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Project Consultant, Part-Time

SUMMARY

[Common Impact](#) has built the leading model for corporate skills-based volunteering, connecting talented professionals from global companies to high-potential nonprofits. As corporate engagement and investment in social challenges deepens, Common Impact is evolving to meet the new demands of the field. In 2020, Common Impact embarked on a three-year strategic plan to significantly increase the scope of its impact through targeted partnerships, the development of new SBV models and the identification of critical social sector projects where corporate talent can play a transformational role.

The **Project Consultant** position is a part-time role with an average of 5-15 hours per week, offering a unique opportunity for an experienced project manager to hone their skills in cross-sector project consulting. The successful candidate must possess excellent organizational, verbal and written communication skills; keen attention to detail; experience in consulting and project management; and an interest in facilitating collaboration. This role is location flexible with the ability to travel occasionally once business travel resumes for in-person client meetings in the US.

KEY RESPONSIBILITIES

As a part-time Project Consultant, you will be responsible for:

- **Nonprofit Selection:** The Project Consultant will lead components of Common Impact's nonprofit client selection process with particular emphasis on sourcing complex business strategy projects. You will read proposals, field questions and conduct interviews that assess a good two-way fit between the nonprofit and the opportunity, prepare nonprofits in understanding project benefits and work with other consultants to make final selections.
- **Project Management:** Common Impact designs a variety of skills-based volunteer projects with some popular models including four-month team consulting projects and one-on-one mentoring. Once a skills-based volunteer project is defined and a match has been made between the identified nonprofit need and corporate employees, the Project Consultant will manage the project from start to completion. Common Impact has a

well-defined project management process that the Project Consultant will use to guide all parties through the project. This work requires traditional project management skills, cross-sector intelligence and attention to the differences in experiences, systems and language between the corporate and nonprofit sectors.

- **Embodying Common Impact Culture:** We strongly believe that the spirit in which we do our work is as important as the work itself. We pride ourselves on excellence, innovation, fostering collaboration and a willingness to have fun with our work. A successful candidate for this position will be committed to these ideals and work to uphold our organizational values of service, unlikely partnerships, ingenuity and levity.

CORE SKILLS REQUIRED FOR THIS POSITION

The ideal candidate will be/have:

- **An experienced and effective project manager.** Consultants should be independent workers who can juggle a wide range of simultaneous projects. This role requires organization, flexibility, successful management and execution of a variety of tasks and the ability to keep track of small details while handling competing priorities.
- **Previous consulting experience,** including a comfort in understanding and discussing topics in a variety of service areas, including technology, marketing, financial management and human resources.
- **A strong verbal and written communicator.** The Project Consultant is the main point of contact for many corporate volunteers and nonprofits and must have presentation skills that make a positive impression on everyone who is a part of a Common Impact project.
- **A self-starting, energetic leader who elicits the respect and trust of staff and external partners.** The Project Consultant will work with everyone from an Executive Director at a two-person nonprofit to a representative of a Fortune 500 company. Candidates should have an innate sense of how to form strong relationships with diverse parties and an ability to drive meetings to success.
- **Comfort with technology systems and management.** Many of our projects are focused on technology (e.g. database and website development, IT strategy generation). While we don't expect our Project Consultants to have detailed knowledge about every technology system and process, the ideal candidate will have a strong comfort scoping technology projects and an eagerness to learn new technologies.

- **Additional skills:** An excellent problem solver and critical thinker who can synthesize information, ask insightful questions and spot trends quickly, as well as possess the ability to effectively collaborate with team members and clients.

Experience: 5-7+ years of experience in consulting or business strategy preferred. Project management experience and proficiency in Microsoft Office required. Experience with Salesforce and managing technology projects is a plus.

Location: Flexible

Hours: This is a part-time position with an average of 5-15 hours per week.

HOW TO APPLY

Common Impact is an equal opportunity employer committed to building a diverse community. To apply for this position, please submit your resume, cover letter and salary requirements to jobs@commonimpact.org with “Project Consultant – Last Name, First Name” in the subject line.

Your cover letter should address the following questions (this is no time to be modest!):

- Please describe a time that you guided a client through a strategic challenge. What was your approach? How did you engage your client? What mistakes did you make?
- Please describe one experience that you have had working with people whose backgrounds were dissimilar from your own, how this experience was challenging for you, what role you played to mitigate differences and what you learned about interacting with others as a result.

Please submit your resume and cover letter by **August 17, 2020** to receive full and immediate consideration for this position. (We will continue to accept applications after this date, but these applications may not receive full consideration.)

Common Impact is an equal opportunity employer committed to building a diverse community and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.

ABOUT COMMON IMPACT

[Common Impact](#) is a nationally-recognized nonprofit that works to build a society in which individuals and businesses invest their unique talents towards a shared purpose: strengthening the local communities in which we live and work. We connect corporate employees to nonprofit organizations with proven models to tackle the greatest challenges our communities face.

We break down barriers that exist between sectors and industries to create meaningful partnerships between companies, social sector organizations and the people that drive them. The common purpose of these connections: to deliver real value to each partner through innovations in community engagement and ultimately to address deeply rooted and complex social challenges.

With a deep understanding of both mission-focused and business goals, Common Impact enables growing nonprofits to achieve even greater results in our communities, while simultaneously engaging corporate employees in dynamic and challenging opportunities that develop their skills and unlock successful, purpose-driven careers.

Founded in 2000, Common Impact has partners with Fortune 500 companies and the country's leading nonprofit organizations to create this transformational change. Learn more about our [services](#), [our impact](#), the [companies](#) we work with and our [nonprofit](#) partners.