



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Project Consultant, Contract

SUMMARY

Over the past fifteen years, Common Impact has built the leading model to connect talented professionals from global companies to high-potential local nonprofits. As corporate involvement in Corporate Social Responsibility (CSR) and [shared value initiatives](#) grows rapidly, Common Impact is expanding and evolving to meet the new demands of this exciting field.

The Project Consultant position offers a unique opportunity for an experienced project manager to build and hone their skills in cross-sector project consulting, while contributing to the successful operations of an innovative and entrepreneurial nonprofit. The successful candidate must possess excellent organizational, verbal, and written communication skills; keen attention to detail and experience in project management; and an interest in facilitating collaboration across sectors. Ideal candidates will have experience managing technology projects and utilizing technology across multiple workplace environments.

This is a contract role with flexible location with the ability to travel occasionally for in person client meetings in the Boston area.

KEY RESPONSIBILITIES

As a Project Consultant, you will be responsible for:

- **Identifying high-performing nonprofits.** The Project Consultant will work with the consulting team to select high-performing nonprofit clients. You will field questions and read proposals from interested nonprofit applicants, coordinate information sessions, help select a subset of organizations from the initial applicant pool, conduct screening interviews, and work with other consultants to make final selections.
- **Project Scoping:** Common Impact works with nonprofits to address their most pressing capacity building needs. As nonprofit clients prepare for a skills-based volunteer project, the Project Consultant will help them understand what projects would be of greatest benefit, conduct surveys and interviews, summarize the needs identified, and develop detailed project requirements to clarify the project objectives and scope.

- **Project Management:** Once the skills-based volunteer project is defined and Common Impact has identified a match between a team of corporate employees and a nonprofit in need of their services, you will manage the project from start to completion. Common Impact has a well-defined project management process that you will guide the team and nonprofit through. While this work requires traditional project management skills, it also requires cross-sector intelligence and attention to the differences in experiences, systems and language between the corporate and nonprofit sector, and being an advocate for both the team and the nonprofit partner as you manage the project.
- **Enhancing the organizational culture at Common Impact.** At Common Impact, 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 between groups that might not otherwise interact, and a willingness to have fun with our work. A successful candidate for this position will also hold these values.

CORE SKILLS REQUIRED FOR THIS POSITION

The Project Consultant position will allow you to use and develop a number of different skillsets. The ideal candidate will be:

- **An experienced and effective project manager.** We are looking for an independent worker who can juggle a wide range of simultaneous projects. This role requires an individual who is organized, flexible, willing to take on a variety of tasks, able to keep track of many details, and able to handle projects with competing priorities.
- **A strong verbal and written communicator.** The Project Consultant is the main point of contact for many corporate volunteers and nonprofits - you will be the Common Impact staff person that our constituents know best. As a result, we are looking for a person with strong communication and presentation skills who leaves a positive impression with everyone they meet.
- **A self-starting, energetic leader who elicits the respect and trust of staff and external partners.** In this position, you'll get to work with everyone from an Executive Director at a two-person nonprofit to a representative of a Fortune 500 company. We are looking for a candidate with an innate sense of how to form strong relationships with diverse parties and can drive meetings to success.
- **Comfort with technology systems and management.** Many of our projects are focused on technology (database and website development, IT strategy generation). While we don't expect you to have detailed knowledge about every technology system and process, the ideal Project Consultant will have a strong comfort scoping technology projects and an eagerness to learn new technologies.
- **An excellent problem solver and critical thinker who can synthesize information, ask insightful questions, and spot trends quickly.**

Able to work effectively and collaborate with team members and clients who are based in other locations.

Experience: 2-3 years project management experience required, experience with managing technology projects is preferable

Education: BA/BS required

Location: Flexible, with the occasional ability to travel to Boston-based nonprofit and corporate client sites

Travel: Each project assignment will require approximately 2-3 in person meetings over the course of 4 months.

Hours: This is a contract position, with each project assignment averaging approximately 5 hours / week for the course of a project (avg. 4 months). Multiple project assignments are available.

HOW TO APPLY

To apply for this position, please submit your resume and cover letter to jobs@commonimpact.org, with “Project Consultant - *Last Name, First Name*” in the subject line (for example, Project Consultant - Doe, Jane). Applications will be accepted on a rolling basis.

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

1. Why do you want to be a Common Impact Project Consultant? What excites you about this position and Common Impact? What skills do you bring that are relevant to this role?
2. Please describe an experience you have had managing a project. Include detail on what the scope of the project was, your role, and the outcome.
3. Please describe your experience and interest in one or more of our consulting projects’ key topical areas - financial services, technology, marketing, operations, and/or human resources.
4. Please describe your approach to being productive and building strong working relationships while working remotely.

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 partnered with Fortune 500 companies and hundreds of 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.