



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Consultant

Position Summary

[Common Impact](#) has built the leading model for skills-based volunteering, connecting talented professionals from global companies to high-potential local nonprofits. As corporate engagement and investment in social challenges deepens, Common Impact is expanding and evolving to meet the new demands of this exciting field.

In 2018, Common Impact embarked on a three-year strategic plan to vastly increase the scope of its impact through targeted partnerships, the development of a comprehensive train-the-trainer platform, and the identification and execution of critical social sector projects where corporate talent can play a transformational role.

As Common Impact expands its work, the Consultant role is an excellent opportunity for a professional five to seven years into their career to join a high performing consulting team and shape solutions for Common Impact's corporate and nonprofit clients.

Position Detail

Leading Client Skills-Based Volunteering Programs: As a member of the Consulting Team, the Consultant will manage select client accounts, including consulting on client's skills-based volunteering goals, designing solutions, managing the implementation of the client's skills-based volunteering program, and honing the client's program to meet their goals. The Consultant will be expected to consider Common Impact's business interests while managing program work, identifying areas for new business growth within current programs, and ensuring that program work is executed as efficiently and effectively as possible to ensure strong financial performance of the account.

Scoping Skills-Based Volunteer Projects: The Consultant will be called upon to lead some of Common Impact's nonprofit client selection processes. S/he will field questions and read proposals from interested nonprofit applicants, hold interviews to assess a good two-way fit between the nonprofit and the opportunity, and as nonprofit clients prepare for a skills-based volunteer project, s/he will help them understand what projects would be of greatest

benefit; summarize the needs heard, and provide recommendations about how the organization could address its challenges through skills-based volunteering. While s/he is not expected to be an expert in any one area, the Consultant should be able to speak across disciplines (Strategy, Technology, Marketing, Human Resources, Operations and Finance) to ensure projects are providing a great experience for teams and outcomes for our nonprofit clients.

Managing Complex Cross-Sector Engagements: Common Impact designs many different types of projects that bring together nonprofit executives and teams of corporate associates. Some popular models include four-month team consulting projects and one-on-one mentoring with a senior nonprofit leader. The focus of the Consultant's time is on designing and executing more complex models and engagements. The Consultant will work with corporate clients to identify and recruit for the skills needed to support a nonprofit challenge, including matching employees (teams or individuals) to nonprofits based on a skill profile provided, prepare the volunteer(s) and nonprofit for the project, oversee volunteer teams and their nonprofit counterparts during project implementation, and gather feedback at the end of each project.

Training and Management: Consultants consistently demonstrate the ability to teach and mentor members of the consulting team on key program areas, including but not limited to strategic consulting, nonprofit sourcing, team composition, project management, and program evaluation. While not all Consultants will formally manage other members of the consulting team, you will manage elements of their work through effective delegation of tasks, communicating accountability and supporting them in delivering results that have interdependencies on others' work.

Living Common Impact's Values: 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 embody and protect [our organizational values](#) of service, unlikely partnerships, ingenuity and levity.

Required Skills

Experience: 5-7+ years of experience, business strategy and finance experience preferred

Education: BA/BS required

Location: Brooklyn, NY

Travel: Our clients have a national footprint. While this position will be based in New York, this role will require approximately 10% domestic travel to service those clients.

The Consultant role is designed for an early to mid-career professional, with 5-7+ years of consulting or cross-sector experience, and the following characteristics:

- An ability to **bring clarity and solutions to challenges** with a high level of ambiguity and uncertainty; an ability to synthesize large amounts of data quickly, draw conclusions and define solutions
- An ability to **deliver consistently high quality, meaningful consultation** to our corporate and nonprofit clients by following Common Impact’s model and understanding where to move “off script” or break from process when it best suits our client’s needs
- An **excellent problem solver and critical thinker** who can synthesize information, ask insightful questions, and spot trends quickly
- An independent worker who **thrives in an entrepreneurial environment** and can juggle a wide range of simultaneous projects and competing priorities
- A superior written and oral communicator who can **translate complex concepts** into understanding and action
- Comfort understanding and discussing topics in a variety of service areas, including technology, marketing, financial management, and human resources
- Able to **interact effectively and professionally with a wide range of individuals** and organizations
- Ability to **inspire and engage** others with Common Impact’s mission and work
- Committed to **working with diverse, cross-sector communities**

How to Apply

Common Impact is an equal opportunity employer committed to building a diverse community. Common Impact strongly encourages people of color and women to apply.

To apply for this position, please submit your resume, cover letter, and salary requirements to jobs@commonimpact.org, with “Consultant – *Last Name, First Name*” in the subject line. **Please submit applications by January 31 to be considered for the position.**

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

1. Why do you want to be a Consultant? What excites you about this position and Common Impact? What skills do you bring that are relevant to this role?
2. Please describe what effective consulting means to you and how you consult to other organizations, including at least one specific example that illustrates this.
3. 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.

4. What are the skills that you hope to develop in this position?

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.