



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Director of Consulting

Position Summary

[Common Impact](#) has built the leading model for 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 expanding and evolving to meet the new demands of this exciting field.

As Common Impact expands its work, we seek a **Director of Consulting** who can help us manage and grow our programs. The Director of Consulting will have both an internal and client-facing role, and have the opportunity to partner with Common Impact's consulting team, its nonprofit clients across mission areas, and its Fortune 500 partners. Common Impact's corporate partners include some of America's leading companies such as Charles Schwab, Fidelity Investments, John Hancock, JPMorgan Chase and State Street Corporation.

Reporting to the COO, this position offers an exceptional opportunity for a mid-career leader with a mix of consulting and management skills to join Common Impact's Leadership Team, and to expand a proven model of social impact. The successful candidate will be a strategic systems thinker with experience driving results in an entrepreneurial environment. S/he will have a proven track-record of successfully managing a wide range of simultaneous projects; will possess excellent verbal and written communication skills, and will bring an interest and commitment to working with diverse communities in order to fulfill Common Impact's mission.

Position Detail

Corporate Account Management. Common Impact has three key program/ service lines (1) Skills-based project management, where we facilitate projects between teams of employees from our corporate partners and nonprofit organizations, (2) Strategy Consulting, where we design corporate engagement programs that align with the talent development and philanthropic goals of Common Impact's corporate partners and (3) Training Labs, where we work to expand the capacity of nonprofit and corporate organizations to integrate skills-

based volunteerism as a key strategic resource. As the Director of Consulting, you will have oversight of all three of these corporate-facing service lines.

Program Staffing, Evaluation and Refinement. One of the most critical operational dimensions of Common Impact's work is managing our client portfolio and program lifecycle, from the initial relationship development, to a finalized partnership and scope of work, to staffing assignment and management of that work, through evaluation, program refinement and renewed partnership. The Director of Consulting will manage this lifecycle of work and, in partnership with the COO, evolve the systems Common Impact currently uses to track work throughout. The Director of Consulting will directly manage a subset of the program staff, as well as maintain high level optics on all of the work currently underway at the organization.

Ensuring the Financial Health of Programs. In addition to staffing programs, the Director of Consulting is responsible for tracking the forecasted hours and the actual staff hours worked on all client programs in order for the organization to recognize revenue on a monthly basis and meet revenue projections each month, quarter and year. Monitoring these numbers closely, the Director of Consulting will advise the COO on program shifts that may affect revenue recognition and capacity planning, and the potential implications of these shifts on organizational financial health and resource needs.

Leading Strategic Consulting Engagements and Piloting Services. The Director of Consulting may be selected to lead, or closely guide a Senior Consultant working on, some of Common Impact's more complex client engagements including business strategy skills-based volunteer projects, program management of new implementation models, and direct consulting to our nonprofit and corporate clients. In some cases, the Director of Consulting will be leading the first iteration of a new service that Common Impact is piloting, and will be tasked with building the infrastructure for our services in addition to executing them.

Talent Development and Training: The Director of Consulting will be responsible for ensuring that the organization has the skills it needs to consistently deliver high quality services, cultivate those talents in the current team, and identify skill gaps and hiring needs. Looking outward, the Director of Consulting will work closely with the COO to define training programs for our clients and partners that help Common Impact scale its work through train-the-trainer models.

Thought Leadership: The Director of Consulting will be called on to represent Common Impact in its thought leadership work, including writing case studies and blogs, conducting interviews of our clients and stakeholders, presenting at events and conferences, and conducting trainings and webinars. In representing Common Impact, the Director of Consulting will be expected to have a strong command of our current programs and the broader field of CSR and nonprofit capacity building.

Enhancing the organizational culture at Common Impact. The Director of Consulting will be a member of the Leadership Team at Common Impact should embody and protect [our organizational values](#) of service, unlikely partnerships, ingenuity and levity. 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.

Required Skills

Experience: 10+ years professional experience, ideally across social sector and private firms, 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 Director of Consulting position is a unique, exciting position that will allow you to use and develop a number of different skillsets, which include:

- **People and Team Management.** The Director of Consulting will be formally and informally managing the work of a high performing consulting team. The ideal candidate will have 5+ years of experience managing, developing and evaluating talent in a client-facing, professional services firm. Much of the management at Common Impact is through collaboration and shared accountability, requiring high emotional intelligence and comfort with agile role definition.
- **A strategic and creative mindset.** In this position, Common Impact seeks a leader who is able to take a nebulous task and execute on it, and someone who can provide support to others with suggestions and approaches on how to tackle a nebulous assignment.
- **Confidence and comfort in a variety of client-facing roles.** In this position, you will work with everyone from a director of a two-person nonprofit to the C-suite of Fortune 500 companies. We are looking for someone who is a proven leader, as well as a strong presenter and meeting facilitator, who understands how to form meaningful relationships with diverse parties, and has the ability to “sell” Common Impact to others.
- **An independent worker with previous consulting experience.** The Director of Consulting will be overseeing dozens of staff-led consulting projects over the course of a year, while also building our programs and developing new relationships with nonprofits, companies, and employees. We are looking for an individual who can think quickly and creatively, effectively manage projects with a variety of

stakeholders, allocate resources across numerous disciplines, and calmly juggle competing priorities. The successful candidate will have previous experience managing cross-functional teams and directing programs in a high-performing, entrepreneurial, results-oriented environment.

- **Comfortable discussing topics in a variety of service areas, including technology, marketing, financial management, and human resources.** Although we do not expect the Director of Consulting to be an expert in all of these areas, you will be responsible for overseeing the implementation of projects in each of these disciplines. You must be able to translate Common Impact's mission, model and services to the specific functional needs and challenges that our clients express.
- **Strong working knowledge of finance, operational and technology systems that support client services in an entrepreneurial environment, with experience in Salesforce.com and Microsoft 365 a plus.**
- **Strong verbal and written communication**
- **An excellent problem solver and critical thinker, who can synthesize information, ask insightful questions, think on your feet and spot trends quickly**
- **Experienced in working with both nonprofits and private sector firms; CSR experience a plus**
- **Committed to working with diverse communities and to finding shared goals amongst varying experiences and perspectives**
- **Enthusiastic about the mission of Common Impact**

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 "Director of Consulting – *Last Name, First Name*" in the subject line. **Please submit applications by January 11, 2019 to be considered for the position.**

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

- Please describe a time you designed and piloted a new program or initiative, and how you measured your success at realizing your vision. What potential refinements did you make during the process or after the launch of the program?

- Please describe your background in managing individuals and teams. What's your management and leadership approach with respect to those you are directly managing? With respect to those to which you have an informal or indirect management responsibilities?
- A cornerstone of the Common Impact model is that we deliberately seek collaboration between groups that might not otherwise interact; we accomplish this by joining skilled volunteers from leading companies with staff members from nonprofit organizations to implement a discrete marketing project. We recognize that no one person is an expert with the answer to every question, but we believe that powerful change can occur when people with differing skillsets work together.

Nevertheless, bringing these groups together is not always a simple task, as individual participants often come from vastly different backgrounds. 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.

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.