



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Project Consultant, Part-Time

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 2020, Common Impact embarked on a three-year strategic plan to vastly increase the scope of its impact through targeted partnerships, the development of new scalable models, and the identification and execution 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 that 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; experience in consulting and project management; and an interest in facilitating collaboration across sectors. This is a part-time role based in New York City with the ability to travel occasionally for in-person client meetings at locations across the U.S. Common Impact will not require travel prior to January 2022.

KEY RESPONSIBILITIES

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

- **Project Scoping:** The Project Consultant will be called upon to lead some of Common Impact's nonprofit client selection processes, particularly related to more complex, business strategy projects. They will field questions and read proposals from interested nonprofit applicants, hold interviews to assess a good two-way fit between the nonprofit and company, help nonprofit clients preparing for a skills-based volunteering project understand what projects would be of greatest benefit to them, summarize the needs heard, and provide recommendations as to how the organization could address its



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challenges. While they are not expected to be an expert in any one area, the Project Consultant should be able to speak to teams across disciplines (Strategy, Technology, Marketing, Human Resources, Operations, and Finance) to ensure projects are providing a great experience for teams and the desired outcomes for our nonprofit clients.

- **Project Management:** Common Impact designs many different types of skills-based volunteer projects that bring together nonprofit executives and corporate volunteers. 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, 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 the team and the nonprofit through the project. 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, as well as serving as an advocate for both the corporate team and the nonprofit partner through 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 embody and protect [our organizational values](#) of service, unlikely partnerships, ingenuity, and levity.

CORE SKILLS REQUIRED FOR THIS POSITION

The Project Consultant position will allow someone 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.
- **Someone with previous consulting experience,** and comfort understanding and discussing topics in a variety of service areas, including technology, marketing, financial management, and human resources.



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- **A strong verbal and written communicator.** The Project Consultant is the main point of contact for many corporate volunteers and nonprofits, and will be the Common Impact staff member 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, the Project Consultant will 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 who can drive meetings to success.
- **Comfortable with technology systems and management.** Many of our projects are focused on technology (e.g. database and website development, IT strategy generation). The ideal candidate will be comfortable scoping technology projects and eager to learn about 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: 5-7+ years of experience in consulting or business strategy preferred, project management experience required, proficiency in Microsoft Office required, experience with Salesforce is a plus

Location: New York City

Compensation: \$45/hour

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

HOW TO APPLY

To apply for this position, please submit your resume, a brief cover letter stating your interest, to jobs@commonimpact.org with "Project Consultant – *Last Name, First Name*" in the subject

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. Common Impact strongly encourages people of color and women to apply.



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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.