



A PURPOSE-DRIVEN WORKFORCE.  
A STRONGER COMMUNITY.

# Associate Consultant

## Job Description

### About Common Impact

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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 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](#) and [impact](#), the [companies](#) we work with, and our [nonprofit](#) partners.

### Summary

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Over the past twenty years, [Common Impact](#) has built a leading model to connect talented professionals from global companies to high-potential local nonprofits through skills-based volunteerism. As corporate engagement and investment in social challenges deepens, Common Impact is expanding and evolving to meet the new demands of the Corporate Social Responsibility space. 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.

The Associate Consultant role is an excellent opportunity for a professional 2-3 years into their career to join a high-performing cross-sector consulting team. The Associate Consultant will support cross-sector engagements working with corporate volunteers and nonprofit professionals. This position offers a unique opportunity for a talented, early-career professional to contribute to the growth of an innovative and entrepreneurial nonprofit as it expands a proven

model of social impact responding to the current environment. The successful candidate must possess excellent organizational, verbal, and written communication skills; keen attention to detail and experience in project management; comfort facilitating partnerships across sectors; and a passion for social sector work. This is a full-time opportunity based in New York.

## Key Responsibilities

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As an Associate Consultant, you will be responsible for:

- **Identifying high-performing nonprofits and scoping projects.** The Associate Consultant plays a critical role in our nonprofit client selection process. You will conduct outreach to qualified nonprofits, hold interviews to assess for two-way fit between the nonprofit and corporate opportunity, and help potential partners to understand what projects would be of greatest benefit by summarizing the needs heard and providing recommendations about how the organization could address its challenges through skills-based volunteering. While you are not expected to be an expert in any one area, you should be able to speak across disciplines (Strategy, Technology, Marketing, Human Resources, Operations and Finance) to ensure projects will yield meaningful outcomes for our nonprofit clients and align well with the skills of corporate volunteers.
- **Managing cross-sector engagements:** Common Impact designs many different types of programs that bring together nonprofit professionals and teams of corporate associates. Some popular models include four-month team consulting projects, days of “flash consulting,” and one-on-one mentoring between a senior nonprofit leader and corporate executive. The Associate Consultant will be the chief point of contact for certain nonprofits and corporate volunteer teams and, in this capacity, will provide training and best practices to both parties, support work planning and project execution, and gather feedback at the end of each project.
- **Assisting the Common Impact team to build out our services.** As Common Impact continues to grow—serving more nonprofits, more companies, and more geographies—you will be joining a fast-moving, dynamic organization that is eager to develop, refine, and expand our services. The ability to adapt and nimbly support expanding or new programs will be critical. Associate Consultants may have the opportunity to be involved with programming focused on racial equity and digital inclusion.
- **Living Common Impact’s values and enhancing organizational culture:** 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

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The salary range for this position is \$45,000 - \$60,000 annually and commensurate with experience. Common Impact offers competitive benefits, including 3 weeks of vacation, 10 holidays, the final week of the year off, and 12 sick days; a 401k plan and 2% match; paid parental leave; and medical and dental coverage. Our ideal candidate will be:

- **A strong verbal and written communicator.** The Associate Consultant is a client-facing role and you will be the Common Impact staff person that many of our constituents know best. As a result, we are looking for a person with strong communication and presentation skills who consistently makes a polished, positive impression on clients.
- **An 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 an up-and-coming professional with an innate sense of how to form strong relationships with diverse parties, speak across sectors, and drive meetings to success.
- **A self-starting, independent worker who can juggle a wide range of simultaneous projects.** Associate Consultants can manage as many as 30 projects in a year, with other tasks on their plates as well. We're looking for a successful project manager who is organized, flexible, efficient, willing and eager to take on a variety of tasks, able to keep track of many details, and capable of handling projects with competing priorities.
- **Ability to feel comfortable discussing topics in a variety of service areas, including technology, marketing, operations, finance, and human resources.** We don't expect you to be an expert in all of these areas, but you should be interested to learn more and you should be able to carry on basic conversations with volunteers who are experts in these areas.
- **An excellent problem solver and critical thinker.** You will often be called upon to synthesize information, ask insightful questions, and spot trends quickly.
- **Facility with working effectively and collaborating virtually** with team members and clients who are based in other locations.
- **Commitment to working with diverse communities.**
- **Enthusiasm for Common Impact's mission and an interest in advancing in a career at our organization.**

## How to Apply

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

This position is based in Common Impact's NYC office (although the entire Common Impact staff is currently working from home through the end of 2021).

To apply for this position, please submit your resume, cover letter, and salary requirements to [jobs@commonimpact.org](mailto:jobs@commonimpact.org), with “Associate Consultant” in the subject line. **The position is slated to begin in September.**

Your cover letter should address the following:

1. What excites you about this position and Common Impact?
2. Please describe an experience you have had in working with multiple managers, your process for ensuring smooth communications and the outcome of the experience.
3. What do you imagine are the significant differences in the nonprofit and corporate sectors and how would you go about managing these differences as an Associate Consultant?