



## Position Announcement

### Position Title: Project Manager / Associate Consultant

#### Position Summary:

Principal/owner of our small but growing consulting firm is looking to add an outgoing, self-starting, systems-builder to join our team. The Project Manager/Associate Consultant serves as deputy director to the principal; acting as a strategic thinking partner, a creative problem solver, a troubleshooter and all-around “pinch hitter” in the growth and success of the firm.

The Project Manager/Associate Consultant will oversee new and existing client accounts; supporting business development efforts and ensuring that project deliverables are met on-time, on-budget and according to the Painefree standard of excellence. Given the “start-up” nature of our firm, the Project Manager/Associate Consultant will also play a major role in establishing systems and documenting policies and procedures that foster greater consistency and efficiency in operations and service delivery. When relevant, the Project Manager/Associate Consultant may also be assigned as the consultant of record for specific client projects when they match the selected candidate’s areas of interest and expertise.

Specific tasks will vary from day-to-day but may include the following:

- conducting prospect and market research
- responding to inquiries and RFPs
- networking and promoting products and services
- recommending solutions to address client concerns
- developing, editing and presenting proposals
- planning, facilitating and attending meetings and events
- creating work plans and project timelines
- tracking milestones, billable hours and expenses
- utilizing project management software to delegate tasks, monitor progress and ensure deadlines are met
- conducting qualitative (focus groups, interviews etc.) and quantitative (surveys, statistical analysis etc.) research
- compiling and analyzing data and writing reports
- creating graphics, charts, documents, spreadsheets, presentations etc.
- administering leadership, team and/or organizational assessments
- developing curriculum, job aids, articles etc.
- facilitating workshops
- planning and leading project status meetings
- onboarding and training new team members
- troubleshooting

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- completing other projects as assigned

**Hours:**

Flexible schedule requiring a minimum of thirty hours worked over four days per week from client sites and/or our Clayton office between the hours of 8 a.m. and 6 p.m., Monday – Friday. Occasional evening and/or weekend hours may be required; particularly through email, phone and/or text communication.

**Desired Attributes:**

The chosen candidate will be a consummate professional—patient, positive and proactive—with exceptional written and verbal communications skills, strong attention to detail, discretion with confidential information and a proven history of successfully managing a variety of moving parts while anticipating, prioritizing and managing people and the diverse needs of multiple stakeholders. He or she will be smart, resourceful and technologically savvy. A sense of humor, a servant’s heart and experience and preference for working in, on and with nonprofits and faith-based organizations is key. It is also important that the selected candidate’s personality and mode of operating complement the principal’s work style.

**Required Education and Experience:**

- A bachelor’s degree or its equivalent and at least 5-7 years of related, professional experience (e.g. nonprofit management, project management, account management, client service, marketing, corporate communications etc.); **OR**, a master’s degree and at least 3-5 years of related professional experience. Experience working for a consulting or other type of professional services firm and/or experience working in an entrepreneurial setting is a plus.
- Proficiency using Microsoft Word, Excel and PowerPoint; **plus** strong internet research skills
- Experience, familiarity and/or comfort working with diverse populations including corporate, small business, nonprofit and faith-based organizations and constituents

**Other Requirements:**

The selected candidate must have internet access at home, a smart phone and reliable transportation.

**Physical Demands:**

- This position requires the ability to occasionally lift up to 50 pounds (boxes, supplies etc.).
- This position is also very fluid and may require long periods of standing, sitting, typing, reading, operating office equipment, working at a computer, talking on a phone, climbing stairs etc.
- Meetings and events may occur in locations that are not accessible.

**Other Duties:**

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- Please note this job announcement is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required for this position. Duties, responsibilities and activities are as assigned and may change at any time with or without notice.

**Application Instructions:**

To apply, **submit your resume and a written or video cover letter** that shares which aspects of the position summary interest you the most and how your knowledge, skills and abilities match our desired attributes and education/experience requirements. **Please also include your minimum salary requirements.**

Email your materials to us at: [apply@thepainefreegroup.com](mailto:apply@thepainefreegroup.com)

Review of Applications will begin September 22, 2017 and continue until the position is filled.