



Propel Nonprofit's mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

To help us drive this mission in the nonprofit community, we are searching for a **Strategic Services Consultant**. This role fulfills our mission by assisting client needs, recommending a capacity-building approach, and delivering consulting services. The Strategic Services Consultant is involved in all steps of the consultative process from establishing relationships to working with clients to evaluation of impact. This role will focus on providing governance, strategic planning, and leadership transition consulting services.

The ideal candidate for the role of Strategic Services Consultant should be a well-rounded business professional with knowledge and experience of nonprofit governance structures, strategic thinking and planning, organizational and leadership development, and nonprofit financial management.

We are looking for someone who can build relationships and work effectively in collaboration with diverse groups of people. This person must have a commitment to infusing a diversity, equity, and inclusion lens in work process and product.

Main responsibilities for the Strategic Services Consultant role includes, but is not limited to:

- Develop relationships with prospective clients.
- Assess client needs using a combination of dialogue, active listening, and data analysis.
- Recommend an approach to meet client needs that may include other team members and/or external partners.
- Create proposals to meet client needs that will become a client agreement, outlining goals, process, deliverables, timelines, and any fees for consultation.
- Deliver consulting services, training, and/or engage and lead team to meet client and project needs.
- Actively engage in project management, clearly communicating progress and addressing issues or redefining scope as needed.

- For fee-based projects, ensure accuracy in client billings.
- Participate in gathering information on client satisfaction as well as evaluation of impact.
- Stay abreast of trends impacting our work and make recommendations for new or updated products, services, or training.
- Build collaborative relationships within the organization and the community.
- Participate in setting and meeting individual, team, and organizational goals.
- Gather and enter data for program outputs, impact, and information management.

Required Skills, Abilities and Attributes for the Strategic Services Consultant role includes:

- Bachelor's degree or 3+ years of experience in a nonprofit management role.
- Excellent communication skills.
- Successful facilitator and mediator who can help build consensus.
- Creative self-starter with a proven track record developing and delivering cost effective and sustainable solutions for clients.
- Effective project manager that can keep groups focused on common goals and delivering timeline.
- Proficient with technology.
- Able to travel independently around the Twin Cities and the state of Minnesota.

Preferred Skills, Abilities and Attributes for the Strategic Services Consultant role includes:

- At least 1+ years of previous experience as a consultant.
- 3+ years of experience in a nonprofit financial leadership role.

We offer excellent compensation and benefits, to include:

- Annual salary range of \$55,000-\$71,000 per year DOE
- 32 PTO Days per calendar year (prorated your first year)
- 12 personal holidays per calendar year (prorated your first year)
- Cell phone and internet reimbursement
- \$500 annual home office reimbursement
- Flexible work schedule in a hybrid work environment

- Health Insurance
- Dental Insurance
- Health Savings Account
- Health and Dependent Care Flexible Spending Accounts
- Basic and Supplemental Term Life Insurance
- Long Term Disability
- Short-Term Disability
- Voluntary Vision Plan
- 403b Retirement with Match

To Apply

If this role sounds like your ideal position, we would love to hear from you! Interested candidates should send a cover letter and resume by **Friday, July 8, 2022** to [hiring@propelnonprofits.org](mailto: hiring@propelnonprofits.org).

COVID-19 Vaccinations

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) Contact Kathy Knipp at kknipp@propelnonprofits.org to schedule.

ABOUT PROPEL NONPROFITS:

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to more closely link strategy, governance, and finance. The merged organization has a growing 32-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

