



**Director of Consulting**  
**Position Description, January 2023**  
**Anticipated start date: March/April 2023**

**Our Mission:** Nonprofit Enterprise at Work ([NEW](#)) inspires and equips mission-driven people, organizations and communities to realize their visions of a just and thriving society.

**Our Vision:** Empowered leaders, flourishing nonprofits, and vibrant communities.

**Our Values:** Because we believe that communities, organizations and people are filled with potential waiting to be unleashed . . .

- We **Honor** the rich diversity of people, experiences and ideas.
- We **Invest** in our people, clients, and communities.
- We Seek to **Understand** by promoting lifelong learning for ourselves and our clients.
- We **Collaborate** by supporting each other as team members and through purposeful partnerships.
- We **Innovate** by encouraging creativity and finding solutions.
- We **Deliver exceptional service** - every time.

**NEW's Commitment To Diversity, Inclusion, Equity, Justice & Belonging:**

We believe that our mission and vision are most effectively fulfilled through demonstration of diversity, equity, inclusion, justice and a sense of belonging, as core strategies rooted in our organizational values. We maintain that building and sustaining diversity requires an ongoing commitment to the full expression in our organizational culture, values, norms, and behaviors. We will lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity, which requires us to rebalance and redistribute power, acknowledging and acting to repair past and current harms and injustices experienced by people of marginalized identities. In a just and equitable society and organization, everyone can participate, prosper, and reach their full potential. We work towards a more inclusive nonprofit sector and organization and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age,

marital status, military status, pregnancy, body type or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.

*Frequently cited statistics show that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.*

## **Purpose of Position:**

NEW is seeking a Director of Consulting for our justice-centered, leader-ful organization, including NEW's consulting team. This is a tremendous opportunity for an experienced professional interested in both complex internal leadership and the rewards of client facing work. The candidate will maximize the internal systems and strengthen the capacity of a well-respected, high-impact organization as we evolve, document, and expand our theory of change and model of social impact consulting. This role has managerial responsibilities including supervision of both part- and full-time staff roles.

The successful candidate is a strategic systems thinker with experience driving results in an entrepreneurial environment. They will have a proven track-record of successfully managing a wide range of simultaneous projects, supporting nonprofits, and possess excellent verbal and written communication skills, and will bring an interest in and commitment to working with diverse communities in order to fulfill NEW's mission. They are adept at holding generative conflict and willing to engage towards constructive ends. They will embody an understanding of and implementation of strategies that strengthen diversity, equity and inclusion and justice, including racial equity, intercultural competence, and social justice education in our work with clients.

This position serves as a member of the cross-functional leadership team, collaborating to ensure organizational strategies and decisions are aligned with mission, vision and values.

The successful candidate for this position will demonstrate the ability to sustain, strengthen and grow the practice through implementation of our guiding principles and commitment to:

- Embodying and modeling the principles of diversity, inclusion, equity, justice, and belonging both in and out of the organization
- Openness to change and a growth mindset
- Lifelong learning and growth in self and others
- Flexibility and adaptability to change
- Creativity and innovation
- Collaboration both inside and outside the organization
- Trust and trustworthiness
- Relationship building
- Mentorship and building leadership capacity of team members
- Optimism, patience, and strengths focus

- A joyful workplace

## Organizational Relationships

This position works closely alongside the CEO, with shared accountability and support to a team of consultants. The Director of Consulting will work collaboratively with NEW's other program directors and executive leadership.

## Salary and Benefits (more information can be provided upon request):

This is a full-time, exempt position that includes access to a comprehensive benefits package, including medical and dental healthcare, a SIMPLE IRA match, and flexible time off, as well as an amazing team of colleagues. The salary for this position is \$80,000. Team members can expect 40 hours/week including some non-traditional hours and some weekends.

NEW provides a supportive work environment, striving to meet the needs of individuals and the collective team. This position has the opportunity to work virtually and requires some in-person work (team meetings, special events, trainings, client engagements, etc.).

## Primary Responsibilities

### Leadership (30%)

- Ongoing development of a shared consulting model that includes the implementation and governance of processes, procedures, and tools to lead delivery of consulting services in a consistent and high quality manner across the organization and with clients;
- Work closely with NEW's CEO and Chief Strategy & Systems Officer to articulate mission and margin-focused goals for the Consulting Team that closely align with NEW's overall strategic plan and direction;
- Regularly assess industry trends to remain aware of needs and opportunities
- Identify new opportunities to advance NEW's vision and attend to NEW's focus communities (Black, Indigenous and other marginalized identity groups) through the consulting practice;
- Oversee collection and organization of key program metrics and use data to drive decisions regarding service provision, budgeting, and strategic direction of our consulting practice;
- In partnership with the CFO and CEO, prepare and submit an annual operational budget, manage (and adapt) effectively within this budget, and report accurately on progress made and challenges encountered monthly;
- Monitor and approve revenue and expenditures for Consulting Team members
- Identify and nurture critical relationships that advance NEW's mission;
- Represent NEW to a variety of external audiences in meetings, conferences, events

- including planning committees and task forces, where appropriate;
- Work with other NEW staff in support of effective marketing and communication
- Serve as an inspiring and supportive leader of the practice.

### **Consulting (30%)**

- Engage in consulting and NEW's Learning Communities as needed to lend knowledge in the areas of nonprofit management (e.g. strategic planning; board development; diversity, equity, and inclusion, racial equity and justice; and overall organizational development.

### **Management and Team Development (20%)**

- Provide guidance to Consulting Team members:
  - Engage in regular thought partnership and coaching to ensure delivery of contracted services in accordance with NEW's values and approach, on time and within budget
  - Interview and hire new staff, paid interns and/or volunteers when necessary
  - Support the professional development of the team by working alongside staff to set career goals and identify opportunities to build skills and gain knowledge that aligns with the team's goals and the organization's strategic plan.
- Meet regularly with other leaders at NEW for support and accountability
- Support an environment of collaboration and accountability, where roles and expectations are clearly established, but flexibility is highly valued and creativity is welcomed.

### **Administration (20%)**

- Participate in staff and other organizational meetings;
- Regularly perform administrative duties such as time tracking and data entry;
- Pursue professional development and enrichment opportunities to stay current and advance knowledge in the areas of consulting, organizational development, and nonprofit management.

### **Position Criteria**

- Bachelor's degree in a related field (business, nonprofit management) or equivalent lived experience. Master's degree is a plus but is **not** required.
- Excellent written and oral presentation skills, with the ability to engage with diverse audiences.
- Experience working with community-based coalitions and organizations, engaging in capacity building efforts, providing technical assistance and group facilitation.
- Ability to engage with a diverse variety of people and groups, manage multiple tasks and thrive in a complex environment with multiple priorities.
- Strong analytical skills and experience developing and managing project work plans, timelines and budgets.

- Experience working in a fast-paced, rapidly changing environment.
- Strong project and change management skills.
- Demonstrated facility with Microsoft & Google Office Suite of products.
- Flexible work schedule required for occasional weekend and evening programs.
- Valid driver's license and minimum required insurance by the State of Michigan
- NEW requires that all employees be vaccinated against Covid 19 or supply a medical exception and commit to regular (to be defined) testing if not vaccinated.

## **Work Environment & Physical Demands**

- The work environment and physical demands described here are representative of those that would need to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to:
  - Drive, stand, walk, and/or sit for long periods of time.
  - Climb stairs (at our building though there is a small lift)
  - Transport client or event materials that could be up to 30 pounds
  - Regularly use a computer, which may include repetitive motions of the wrists, hands and/or fingers