



TRANSFORMING THE FUTURE,  
TOGETHER

## Organizational Development Consultant (Full-Time)

Position Posted, September 2023

Anticipated start date: October 2023

Applications Due by September 27, 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.

### Purpose of Position

The Organization Development (OD) Consultant will play a critical role as part of NEW's consulting team to provide strategic management and coordination of consulting services in pursuit of NEW's vision. They will embody an understanding of and commitment to diversity, equity and inclusion, and justice. This includes racial equity, intercultural competence, social justice education and social identity development.

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

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 and fortify the internal systems of NEW, and help build and strengthen the capacity of a well-respected, high-impact organization.



## **Organizational Relationships**

The OD Consultant is supervised and supported by the Director of Consulting and is a member of NEW's Consulting Team. They are functionally supervised by the Director of Learning Communities as a member of NEW's Learning Communities Team.

## **Primary Responsibilities**

### **Consulting (63%)**

- Engage in consulting to lend knowledge in the areas of diversity, equity, and inclusion, racial equity, and justice; strategic planning; capacity building; board development/governance; and overall organizational development, evaluation and fundraising.
- Provide facilitation, consulting, training, and individualized support to mission-driven organizations and people.
- Maintain highly responsive communication with clients around scheduling, writing proposals, developing content, and summarizing engagements.

### **Learning Communities (10%)**

- Build a learning network of people that are leading change on personal, interpersonal, organizational, and systemic levels within their organizations and communities.
- Learning community support & co-facilitation, depending on candidate's strengths and lived-experiences. Work with Learning Communities Director and other LC team members to develop agendas and to create program-appropriate content.

### **Organizational Commitment and Administrative Duties (27%)**

- Participate in regularly scheduled staff meetings, professional development, staff summits and community building events.
- Support goal achievement, regularly check email, and monitor work and time tracking.
- Develop individual goals that support and align with team goals, NEW's Strategic Plan and Theory of Change
- Ongoing Professional Development will be provided by NEW as well as encouraged from outside sources.



## Competencies and Experience

*Frequently cited statistics note 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.*

- Educational, professional, and/or lived experience within a related field (business, nonprofit management, organizational development, organizational psychology, community organizing). Master's degree is a plus but is **not** required.
- Excellent written and oral presentation skills, with the ability to engage with a variety of people and groups, manage multiple tasks and thrive in a complex environment with multiple priorities.
- Approaches work with an understanding and commitment to Diversity, Equity, Inclusion, Justice and Belonging practices.
- Experience working with community-based coalitions and organizations, engaging in capacity building efforts, board development, fundraising, strategic planning, organizational culture and, providing technical assistance and group facilitation.
- Strong organizational and analytical skills and experience developing and managing project work plans, timelines and budgets.
- Identify new opportunities to advance NEW's vision and attend to NEW's focus community (Black, Indigenous and other marginalized identity groups) through the consulting practice
- Support an environment of collaboration and interdependence, where roles and expectations are clearly established, but flexibility is highly valued and creativity is welcomed
- Experience networking, working or engaging with nonprofits (staff, leadership and board) in Southeastern Michigan beyond Washtenaw County.
- Comfortable with project management software and design software in addition to Microsoft & Google Office Suite
- Flexible work schedule required for occasional weekend and evening programs.
- Valid driver's license and minimum required insurance by the State of Michigan



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## **Compensation & Time Commitment**

This is a full-time, exempt position with an anticipated requirement of 40 hours per week including some non-traditional hours and weekends. The role is a hybrid virtual/in-person position. All team members are eligible for unlimited flexible time off, 11 annual holidays, and annual support of their professional development. Team members working 30+ hours per week have access to a comprehensive benefits package, including medical, dental, and vision healthcare where NEW covers 82% of the premium, and a SIMPLE IRA match, and flexible time off, as well as an amazing team of colleagues. The salary for this position is \$65,000.

**To apply, please submit your cover letter and resume to Dawn Espy at [despy@new.org](mailto:despy@new.org).**

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

We believe that our mission is most effectively fulfilled through a commitment to inclusiveness and a sense of belonging as core values and practices. We maintain that building and sustaining diversity requires an ongoing commitment to inclusion that must find full expression in our organizational culture, values, norms, and behaviors. We aim to 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 and believes in a just and fair society where all can participate, prosper, and reach their full potential. We work towards a more inclusive world 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, or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.