



TRANSFORMING THE FUTURE,
TOGETHER

Organizational Development Consultant (Full-Time Position) Job Description

OUR MISSION: 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. Vibrant communities

OUR VALUES: Because we believe that communities, organizations and people are filled with potential waiting to be unleashed...

We value each other's **humanity**.

We value **justice**.

We value **collaboration**.

We value **relationships** that connect us.

We value **learning and growth**.

We value **liberation**.

Learn more about NEW at new.org.

Purpose of Position

NEW's Organizational Development Consultant is a generalist partner to nonprofit leaders and organizations navigating questions about how they lead, govern, plan, and design. This position works primarily across three interconnected service areas:

- 1) **Strategic Planning & Alignment:** Supporting organizations to clarify strategic direction, build collective understanding of mission, vision, values, and priorities, and translate strategy into actionable next steps. We treat strategy as a living practice: one that connects mission, vision, values, and priorities in ways that guide real decisions and daily work.



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- 2) **Board Development & Governance:** Supporting boards and leadership teams strengthen how governance and decision-making actually happen. This includes exploring participatory governance, clarifying roles and responsibilities between board and staff, strengthening board culture, supporting recruitment and development, and more.
- 3) **Organizational Design & Culture:** Partnering with organizations to align structures, systems, and ways of working that align with the values they hold. This work includes how meetings are run, how decisions are made, how conflict is handled, and how people experience belonging, accountability, and support.

Additionally, this role may consult on emerging areas of need as NEW's services continue to adapt and align with the evolving landscape of the nonprofit sector.

The Organizational Development Consultant will bring deep listening, contextual reflections, and a genuine commitment to co-created change. This is a role for someone who knows how to hold space, ask questions, and help organizations find their own way forward with care, clarity, and accountability.

Click [here](#) to Learn more about NEW's Consulting Philosophy.

Organizational Relationships

This position is supervised and supported by the Director of Organizational Development Consulting and is part of NEW's Consulting team. This position works closely with the Consulting team and Leadership Hub, and collaborates with independent contractors and NEW's entire team.

Primary Responsibilities

Consulting (70%)

- **Steward the full client engagement lifecycle**, from initial discovery and intake through project closeout and follow-up. This includes facilitating discovery, assessment, and sense-making to understand client context, needs, and opportunities; co-designing scopes of work and project plans



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- grounded in client goals, capacity, and readiness; and maintaining responsive, consistent communication with clients around scheduling, proposals, project content, and engagement summaries.
- **Facilitate consulting engagements** across strategic planning, board development and governance, organizational design and culture, and other evolving areas of need, adapting approach to each client's context and readiness.
 - **Manage projects with rigor and care**, ensuring strong communication, coordination, and documentation throughout. Conduct project evaluations, gather and integrate client feedback, and maintain thorough internal documentation to support learning and continuous improvement.
 - **Contribute to the quality and growth of NEW's consulting practice** through developing and refining shared tools, capturing and sharing learning across engagements, and helping to strengthen the team's collective approach.
 - **Engage in business development** by identifying and pursuing potential clients and partners for NEW and the consulting team. Cultivate relationships and opportunities that expand the consulting team's portfolio and increase earned income.

Leadership Hub (5%)

- Co-facilitate workshops and learning sessions that serve as entry points into deeper consulting relationships.
- Contribute to building a learning network of leaders navigating change at personal, organizational, and systemic levels.
- Collaborate with the Leadership Hub team on agenda development and content creation.



Administration (25%)

- Participate in regularly scheduled staff meetings, staff summits, and other organizational and committee meetings.
- Regularly perform administrative duties such as time tracking and data entry.

Competencies and Experience

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

- **Experience in nonprofit organizational change:** 2–3 years of experience influencing change within nonprofit organizations as it relates to strategy, governance, and/or culture.
- **Education or equivalent experience:** Bachelor's degree in a related field (e.g., business, nonprofit management) or equivalent professional experience.
- **Subject matter depth and willingness to learn and grow:** Deep familiarity and demonstrated expertise in at least one core service area (strategic planning, board development and governance, or organizational design and culture) paired with genuine curiosity and willingness to learn and grow across the others.
- **Alignment with NEW's consulting approach:** Demonstrated ability to adapt consulting style and NEW's [consulting philosophy](#), including a commitment to co-created, relationship-centered change.
- **Mission, vision, and values alignment:** A contributing team member who demonstrates genuine interest in and alignment with [NEW's mission, vision, and values](#).
- **Facilitation and relationship-building:** Strong facilitation skills and the ability to build trust across roles, backgrounds, and lived experiences.



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- **Comfort with complexity and ambiguity:** Steadiness and care when navigating organizational complexity, ambiguity, and change.
- **Communication, writing, and project coordination:** Strong writing and communication skills paired with effective project coordination, ensuring individual engagements stay on track and clients receive proactive, timely updates on risks, scheduling, and project status.
- **Reliability and independent judgment:** Ability to work independently with a high degree of reliability, accuracy, and integrity, and to manage priorities and workflow effectively across multiple concurrent client engagements.
- **Digital platform fluency:** Familiarity and comfort navigating digital platforms. NEW primarily uses Microsoft Office, Google Suite, PandaDocs, Nutshell, Teachable, and others.
- **Attention to detail and follow-through:** Ability to consider all aspects of an engagement and accurately carry out processes, with a service-oriented approach that ensures clients receive helpful and timely support.
- **Reliable Transportation:** Access to reliable transportation for in-person consulting engagements.

Compensation & Time Commitment

The salary for this position is **\$65,000**. This is a full-time exempt position with an anticipated requirement of 40 hours per week. This role is a hybrid virtual/in-person position, with flexibility to determine a working rhythm that includes both in-office and virtual work hours. While there is flexibility in where day-to-day work happens, this role does require regular in-person participation in NEW's internal meetings, team learning, and client-facing work.

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 3% match.



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. 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.

To Apply

To apply, please submit your resume and responses to the questions below to Tina Zoller, Director of Finance & Employee Experience, hiring@new.org.

- 1. Why are you interested in this position?**
- 2. Please share your alignment with NEW's Mission, Vision, and Values.**
- 3. Describe your knowledge and experience in one of NEW's core consulting areas:** Strategic Planning & Alignment, Board Development & Governance, and Organizational Design & Culture.

Anticipated Hiring Timeline:

- Priority application deadline: June 3, 2026



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- Phone screenings: Held by June 12, 2026
- Interviews: Held by June 26, 2026
- Desired Start Date: Week of August 3, 2026 (contingent on candidates needs)

*This timeline may be adjusted at any time. Candidates will be informed of any changes to the hiring timeline.