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Associate

Overview

Founded in 1968, TDC is a nonprofit management consulting and research group dedicated to providing the nonprofit sector with the business and management skills they need to carry out their missions effectively. We believe that the nonprofit sector plays a vital role in society, giving tangible support to some of our country's most cherished ideals and enhancing the quality of our lives.

TDC is known nationally for both the quality of its work and its in-depth knowledge of the nonprofit sector. The hallmark of our approach is a constant commitment to helping nonprofits strategically align their missions, their markets, and their operations through the thoughtful application of business and financial skills. Our main products include strategic business planning, market studies, program evaluations, community needs assessments, and board development work. From time to time, TDC also undertakes major research studies on various aspects of the nonprofit sector.

Associates are integral members of all TDC client engagement teams. Like all team members, Associates are expected to think holistically and strategically about all aspects of clients' organizations, from the markets they serve to their staffing and governance. Associates work in a fast-paced environment on up to ten client engagements at once, which allows them an unusual opportunity to gain exposure to a variety of nonprofit organizations.

Our management consulting practice consists of professionals with diverse backgrounds in the nonprofit, government and private sectors. Our project teams are small and highly collegial. This offers Associates the chance to be involved in all levels of a project, including client meetings and discussions of key strategic questions. Our small team size allows Associates the chance to work directly with clients, as well as TDC senior staff.

Responsibilities

Associates play a key role in project research, project logistics and project management.

Project Research

Developing the research findings and the questions to ask serve as the foundation for all recommendations and plans. To that end, Associate responsibilities include:

- Reviewing the organization's documents (financials, strategic plans, marketing materials, audience research, etc.)
- Designing surveys and other interview protocols to gather quantitative and qualitative data.
- Conducting individual interviews, focus groups and site visits to gather information.
- Researching market trends by reviewing key secondary sources and analyzing census and financial data.
- Benchmarking peer institutions to gather best practices and "lessons learned."
- Analyzing and synthesizing all research findings – qualitative and quantitative – to identify key market implications and strategic challenges.

Project Logistics and Management

The Associate is responsible for working with the Senior Associate to progress project timelines and ensure smooth communication between clients and Project Managers. The Associate handles a variety of administrative and logistical tasks and for ensuring that Project Managers are kept abreast of progress and problems. To that end, Associate responsibilities include:

- Helping to schedule interviews and meetings;
- Taking notes at meetings and writing up and distributing meeting minutes;
- Serving as the liaison between TDC and the client on administrative and logistical matters;
- Working closely with the Project Manager to ensure timetables and deliverables are fulfilled; and
- Organizing and writing drafts and final client-ready deliverables (report findings, PowerPoint presentations, etc.), and managing the proofreading, editing and distribution of these deliverables.

Commitment

Because TDC invests resources in on-the-job training of Associates, we prefer that all Associate candidates be willing to consider at least a two-year commitment. (Past Associates have been promoted to the Senior Associate level, and then left TDC to attend graduate school.) In the recent past, Associates have entered Harvard Business School, the Tuck School of Business and the Yale School of Management.

Qualifications

Highly qualified candidates will meet most or all of the following criteria:

- BA/BS and demonstrated levels of high academic performance.
- 1-3 years' work experience involving both qualitative and quantitative research, financial/data analysis and/or statistical research, ideally in a research or nonprofit environment.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative (financial and other data) and qualitative information.
- Excellent writing, editing and communication skills; ability to organize and present complex information in a clear, accurate and concise manner, often under intense deadline pressure.
- Prior research experience, such as survey design and analysis, focus groups, qualitative interviews, literature reviews, or statistical analysis of databases.
- Ability to prioritize among and balance multiple projects and deadlines.
- High degree of self-motivation; able to work independently with minimal supervision.
- Diplomatic, broad-minded, curious and detail-oriented.
- Mastery of MS Office including Word, Excel and PowerPoint; proven capacity to learn new software systems.
- Proven commitment or interest in the nonprofit sector.
- Must be able to travel as needed for local and out-of-state client meetings.

We do not currently have any open positions, but if you think TDC is a good match for your skills and interests, we encourage you to send us your resume, a cover letter that details your qualifications for the position, salary requirements, a writing sample of no more than three pages (preferably non-academic), and references to: hr@tdcorp.org. TDC staff will review all applications if a search is opened in the future and notify you if we are interested in discussing your candidacy further.

TDC is an equal opportunity employer.

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