



31 Milk Street, Suite 310, Boston, MA 02109 617-728-9151 www.tdcorp.org

Job Opening

July 2010

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 client 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 the client, 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 serves as the foundation for all recommendations and plans. To that end, Associate responsibilities include:

- Designing surveys and other interview protocols to gather quantitative and qualitative data.
- Conducting individual interviews, focus groups or 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 also responsible for handling 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:

- Organizing and writing drafts and final client-ready deliverables (report findings, PowerPoint presentations, etc.), and managing the proofreading, editing and distribution of these deliverables;
- 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.

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 financial/data analysis and/or statistical research, ideally in a research or nonprofit environment.
- 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.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative (financial and data) and qualitative information.
- 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.

Application Process

To apply, please submit a letter of interest describing your experience with nonprofit organizations, a resume and a brief writing sample (maximum 3 pages double-spaced) to: HR@tdcorp.org.

The deadline is July 30, 2010.