



31 Milk Street, Suite 310, Boston, MA 02109 www.tdcorp.org

Senior Associate Position

TDC is one of the country's oldest and largest providers of management consulting and technical assistance to nonprofits.

About TDC

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.

TDC has worked with hundreds of nonprofit organizations, agencies, and foundations in the last three decades. Our clients represent the diversity of the nonprofit sector itself, and include organizations from the arts, cultural, education, environment, government and human services areas. We work both with large, established and well known organizations, as well as small nonprofit start-ups that seek to address an unmet need. Our clients are located throughout New England and the United States.

About the Senior Associate Position

Senior Associates play a key role on TDC engagement teams. Like all team members, Senior Associates are expected to think holistically and strategically about all aspects of clients' organizations, from the markets they serve to their staffing and governance. Senior 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, which offers Senior Associates the chance to be involved in all levels of a project, including client relationship management, investigation of key strategic questions, and creation and presentation of deliverables.

Senior Associates serve as day-to-day project managers for client engagements, and also work to ensure that all TDC plans accurately reflect both market and financial realities. To that end, the main Senior Associate responsibilities include:

- Conducting in-depth financial analyses of income statements and balance sheets to clarify the organization's financial model and current state of financial health.
- Designing and implementing a research agenda to inform a strategic or business planning process. Such research agendas may include interview questionnaires, focus group protocols, audience surveys, organizational benchmarking and statistical analysis.
- Analyzing and synthesizing all research findings – qualitative and quantitative – to identify key market implications and strategic challenges.
- Collaborating closely with key client staff members to develop organizational business plans, including budget projections and detailed operational strategies for all departments.
- Facilitating meetings of board, staff and other stakeholders as needed.
- Leading the process of developing major client deliverables, including writing and editing reports as well as presentations for clients.
- Handling day-to-day project management under supervision of firm Principals, such as monitoring progress on key deadlines and ensuring clear communication lines with clients on topics such as overall engagement objectives, work plan and key findings.
- Supervising the work of Associates and Project Assistants on engagements.

Qualifications

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

- Demonstrated ability to conduct financial analyses and create detailed financial budgets/projections for nonprofit organizations.
- Experience conducting market analysis and sizing using both quantitative and qualitative sources.
- Experience managing projects that required thinking holistically, identifying and resolving a key strategic challenge, and delivering against tight deadlines.
- Experience conducting research and/or designing a multifaceted research project.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative and qualitative information.
- Excellent writing, editing and oral communication skills; ability to organize and present complex information in a clear and concise manner.
- Skilled at facilitating meetings and/or making presentations to small and large groups.
- Demonstrated ability to build relationships at all levels of an organization.
- Diplomatic, broad-minded, flexible, curious and detail-oriented.
- Proven commitment or interest in the nonprofit sector.
- MBA or commensurate experience.

For consideration for this position, send 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. No calls please.

TDC is an equal opportunity employer.