



31 Milk Street, Suite 310, Boston, MA 02109 [www.tdcorp.org](http://www.tdcorp.org)

## Project Manager

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### Organizational Overview

TDC is a Boston-based nonprofit management consulting and research firm that works across the nonprofit sector. It is one of the country's oldest providers of management consulting to nonprofits.

We offer strategic business planning services for nonprofits at organizational inflection points. Guided by our clients' missions, informed by market realities, and grounded in financial best practices, we work with clients to help them lay out integrated programmatic, organizational, and financial strategies. In addition, TDC works with funders and donors to create philanthropic strategies that support their visions for meaningful impact. On occasion, TDC publishes in-depth research on critical topics facing the nonprofit sector.

TDC is a small firm comprised of approximately 25 consultants. Our senior consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors.

### Position Overview

Project Managers efficiently manage projects in close coordination with senior firm leaders. As such, Project Managers are responsible for ensuring the meeting of milestones and deadlines by communicating clearly with clients on topics such as overall engagement objectives, work plan and key findings; managing internal project teams; delegating project tasks; supervising the work of Senior Associates and Associates; and, coordinating with firm leaders. Project Managers are also responsible for advancing projects intellectually by executing major research and analysis tasks for projects in conjunction with team members. Like all TDC staff, Project Managers work in a fast-paced environment on multiple engagements simultaneously.

### Project Managers' primary responsibilities include:

- Working with senior firm leaders and clients to identify key strategic questions facing the client organization.
- Designing and implementing a research agenda to inform a strategic business planning process. Such research agendas may include interviews, focus groups, audience surveys, organizational benchmarking and statistical analysis of client data.
- Conducting in-depth financial analyses of income statements and balance sheets to clarify the organization's financial model and current state of financial health.
- Building financial models, and identifying and modeling scenarios and their implications.
- 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 financial projections and detailed operational strategies, and identifying risks within the business plan and any mitigating strategies.
- Leading the process of developing major client deliverables, including writing and editing reports as well as presentations for clients.
- Facilitating meetings of clients' board, staff and other stakeholders as needed.
- Contributing to sector research and the firm's learning objectives.

## **Qualifications**

Candidates for the Project Manager position are expected to think holistically and strategically about all aspects of client organizations, from the markets they serve to their staffing and governance. Highly qualified candidates will have an MBA or commensurate experience and proven commitment to or interest in the nonprofit or social sector. Candidates should meet most or all of the following criteria:

- Experience managing projects that require thinking holistically, identifying and resolving a key strategic challenge, and delivering against tight deadlines.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative and qualitative information.
- Demonstrated ability to conduct financial analyses and create detailed financial budgets/projections for nonprofit organizations.
- Experience conducting market analysis and sizing using quantitative/qualitative sources.
- Experience conducting research and/or designing a multifaceted research project.
- 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, often in complex and sensitive environments.
- Diplomatic, broad-minded, flexible, curious and detail-oriented.

## **Applying**

TDC is seeking to hire Project Managers in the fall of 2017. Applicants are asked to send a resume; a cover letter that details their experience, qualifications and interest in TDC; and, a writing sample of 3-5 pages. Please note: in a writing sample we are looking for a persuasive or analytical essay that demonstrates your ability to use data in support of a crisp and thoughtful argument.

All correspondence should be sent to [hr@tdcorp.org](mailto:hr@tdcorp.org). No phone calls please.