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Project Manager

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 20 consultants, all of whom work out of our downtown Boston office. 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 support and manage client engagements in close coordination with Vice Presidents and senior firm leaders. As such, Project Managers are responsible for ensuring the meeting of milestones and deadlines by communicating clearly with clients on overall engagement objectives, work plan and key findings. Project Managers are also responsible for advancing projects by designing and executing major research and analysis tasks in conjunction with team members. In a Project Manager's first year, there is a strong emphasis on learning TDC's approach to nonprofit consulting. As Project Managers gain increased knowledge of TDC's practice, they will serve as lead consultants on client engagements. Like all TDC staff, Project Managers work in a fast-paced environment on multiple engagements simultaneously.

Project Managers' primary responsibilities include:

- Working with firm leaders and clients to identify key strategic questions.
- Designing and implementing a research agenda to inform a strategic business planning process. Research agendas may include interviews, focus groups, audience surveys, organizational benchmarking and analysis of client data.
- Conducting in-depth financial analyses of income statements and balance sheets to clarify the client's financial model and current state of financial health.
- Building financial models, and identifying and modeling strategic scenarios and their implications.

- Analyzing and synthesizing all research findings – qualitative and quantitative – to identify key market implications and strategic challenges.
- Managing internal project teams, delegating project tasks, and supervising the work of Senior Associates and Associates.
- 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 with thought leadership.
- Implementing the scope of work and contract on time and on budget.

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, financials and governance. Highly qualified candidates will have an MBA or commensurate experience and proven commitment to or interest in the nonprofit or social sector. Four to six years of experience, with a minimum of one year in a managerial position, in the social or research sectors is preferred, but not required.

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 sector 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.
- Prior managerial experience (supervising staff, communicating successfully across an organization, monitoring project-related work) in a nonprofit setting.
- Demonstrated ability to build relationships at all levels of an organization, often in complex and sensitive environments.
- Deep intellectual curiosity about the problems we are asked to solve by TDC’s clients and why.
- Diplomatic, broad-minded, flexible, and detail-oriented.

Applying

TDC is seeking to hire a Project Manager in the first half of 2018. To be considered for the position, applicants should submit the following materials:

- A resume;
- A writing sample of three to five 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 thoughtful argument.
- A cover letter.

In your application materials, please respond to the following questions. If you do not address the questions in your cover letter, please do so in a separate well-structured essay. Your responses should be no more than a single-spaced, one-page essay.

- 1) Reflecting on the job description and what you know about TDC, what about the Project Manager position interests you? How do your experiences and expertise translate to the responsibilities of the position?

- 2) The Project Manager position supports and manages client engagements with TDC consultants to provide strategic business planning, market research and evaluation services for nonprofit organizations. TDC has a varied client base that includes the arts and culture, education, and human services sectors, among other areas of the nonprofit sector. Based on your experience, what do you understand to be some of the biggest issues affecting nonprofit organizations today and how can consulting services best respond to that?

All correspondence should be sent to hr@tdcorp.org on or before March 30, 2018. Resumes will be reviewed on a rolling basis. No phone calls please.

TDC is an equal opportunity employer.