

Senior Project Manager
TDC
Boston, MA

SUMMARY

TDC is a leading management consulting and research firm that works across the nonprofit sector. For 50 years, TDC has worked exclusively with nonprofit, governmental, educational, and philanthropic organizations, providing them with the business and management tools critical to carrying out their missions effectively.

We possess a strong track record in facilitating highly complex strategic business planning and organizational change processes for hundreds of organizations. 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. Our clients represent the diversity of the nonprofit sector, including groups working in the arts and culture sector, education, community and economic development, health and human services, and the environment. In addition, TDC works with funders and donors to develop recommendations for how best to provide philanthropic support; design funding initiatives; and assist in the development of funding processes, including participation in the application and review process. The diversity and the choice to work with both organization and funders is a strategic decision we have made to make impact at two levels; individually at the nonprofit level and sector-wide through our work with funders. This allows TDC to have a truly well-informed sector-wide view as we are able to see multiple perspectives. On occasion, TDC publishes in-depth research on critical topics faced by the nonprofit sector.

Based in Boston, TDC has a staff of twenty that works with clients nationally. Our staff expertise is both deep and broad. Our consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors. Our team is highly skilled in organizational planning, data and financial analysis, program development and evaluation, and operational design. All staff work across the sector, ensuring that we, as a practice, are constantly bringing a fresh eye to our work and questioning core assumptions.

For more information on TDC, please visit www.tdcorp.org.

CANDIDATE PROFILE

TDC is seeking an entrepreneurial Senior Project Manager to join our team. A Senior Project Manager's portfolio will encompass the variety of the nonprofit sector and, at different times, may be focused primarily on one sector or include projects in a wide range of sectors, depending on the number and nature of the projects in-house. Like all TDC staff, Senior Project Managers work in a fast-paced environment on multiple engagements simultaneously. This role offers a unique opportunity for an individual with strong interpersonal and analytical skills to grow in their ability to support nonprofit organizations and the sector more broadly, while having the chance to partner with and learn from an experienced and talented team.

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In the Senior Project Manager's first year, there is a strong emphasis on learning TDC's approach to nonprofit consulting, typically serving as a part of a consulting team, led by a Vice President, Executive Vice President or President. As the Senior Project Manager gains increased knowledge of TDC's practice, they will serve as lead consultant on client engagements. TDC envisions that a successful Senior Project Manager will transition to the Vice President team within a two-year window. Senior Project Managers will work on small, project-based teams, supporting the execution of consulting projects and taking a hands-on role as needed in research and analysis tasks.

Key responsibilities:

- Contribute to client engagements, with responsibility for identifying key strategic questions and effective stakeholder engagement strategies, facilitating client meetings, and presenting deliverables to client teams; to ensure the timely completion of engagements, this includes negotiating changes, or new and unanticipated circumstances, in partnership with the management team
- Work on the development and execution of research agendas to inform a strategic business planning process, including interviews, focus groups, surveys, organizational benchmarking, analysis of client data, and financial models
- Support successful client engagements by managing up and down within internal project teams to ensure effective and timely contribution and collaboration
- Contribute to the production and presentation of major client deliverables, including reports and presentations
- Participate in activities to advance the growth of the firm by sourcing opportunities for business development and advancing TDC's external presence, including writing proposals and contributing to sector research

QUALIFICATIONS

As the incoming Senior Project Manager, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- You come to this role with at least 8 years of professional experience in the nonprofit or social sectors, including 2+ years of managerial experience
- Your background includes prior success in roles that encompass at least one of the following concentrations: research, strategy, staffing, governance, or finance, and you are excited about continuing to learn and grow your skill set. You hold an MBA, MPA, or similar graduate-level degree
- You display an intellectual curiosity about the problems we are asked to solve by TDC's clients and excitement about the opportunity to work across a wide variety of organizations and projects. You are motivated by opportunities for continued learning and are passionate about supporting the nonprofit sector



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- You are a strategic thinker who can read a room, understand core issues, consider all aspects of client organizations, and create deliverables that demonstrate an understanding of the big picture
- You have the ability to lead people through processes that require identifying and resolving key strategic challenges
- You demonstrate excellent interpersonal skills, with the ability to navigate complex and sensitive environments by build trusting relationships at all levels of an organization so that stakeholders feel heard
- You have a demonstrated interest in cultivating relationships in support of business development
- You possess strong analytical skills, with the ability to play a hands-on role in projects involving quantitative and qualitative data analysis and the development of detailed financial models
- You bring past experience in conducting market research, with exposure to one or more of the following: competitive analysis, surveys and focus groups, and review of secondary literature and data
- You have excellent writing, editing, and oral communication skills, demonstrating the ability to organize and present complex information in a clear and concise manner and skill in facilitating meetings
- You have strong project management skills and the ability to thrive in a fast-paced environment, successfully producing deliverables against tight deadlines while working across multiple projects

COMPENSATION & BENEFITS

TDC offers a competitive salary and benefits, commensurate with experience and skills.

CONTACT

TDC has engaged Koya Leadership Partners to help in this hire. Please submit a compelling cover letter and resume [here](#).

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

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



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- 2) The Senior Project Manager position works on client engagements 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?

Applications will be reviewed on a rolling basis.

TDC is an Equal Opportunity Employer and as such, we do not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

ABOUT KOYA LEADERSHIP PARTNERS

Koya Leadership Partners is a national retained executive search and human capital consulting firm that works exclusively with mission-driven organizations, institutions of higher education and social enterprises. We deliver measurable results, finding exceptionally talented people who truly fit the unique culture of our client organizations and ensuring that organizations have the resources and strategies to support them. For more information, visit www.koyapartners.com.