



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

Summer MBA Fellow

Organizational Overview

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. In addition, TDC works with funders and donors to create philanthropic strategies that support their visions for meaningful impact. The choice to work with both nonprofit organizations 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. On occasion, TDC publishes in-depth research on critical topics faced by the nonprofit sector.

Based in Boston, TDC has a staff of twenty who work with clients nationally. 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.

Position Overview

TDC is seeking a Summer MBA Fellow to join our team for the summer of 2019. The Summer MBA Fellow will contribute to projects spanning TDC's portfolio of work with nonprofit organizations and funders, as well as sector-wide research. Assignments will depend both on TDC's current project portfolio and on the particular skills, interest and expertise of the Fellow. In the course of projects, s/he could have the opportunity to:

- Review organizations' financial documents, strategic plans, marketing materials, audience research, etc.
- Design and conduct surveys, interviews, and focus groups.

- Conduct market research using Census data, client datasets, and other primary sources.
- Conduct in-depth financial analyses of income statements and balance sheets to clarify the client's financial model and current state of financial health.
- Build financial models; identify and model strategic scenarios and their implications.
- Use analysis to shape scenarios and financial models that inform client decisions.
- Attend client meetings and participate in internal and external planning sessions.
- Write and produce deliverables, including presentations and reports.

In addition to being involved in strategic planning engagements, past Summer MBA Fellows have had the opportunity to contribute to the following projects:

- A financial and capitalization analysis of a cohort of nonprofit organizations.
- A governance planning process for a leading arts organization, which involved best practices research and interviews with key stakeholders.
- Research projects that added to TDC's body of knowledge of capitalization in human services organizations, public-private partnerships and changing arts audiences.

Through this job, the Summer MBA Fellow will have the opportunity to learn about the nonprofit consulting field and gain a broad understanding of the nonprofit sector. Additionally, in TDC's collegial and friendly work environment, the Fellow will have regular opportunities to interact with TDC staff. The Summer MBA Fellow will be supervised by a variety of experienced senior consultants in accordance with the specific project(s) chosen for the summer. Please visit www.tdcorp.org/team to learn about our TDC consultants. The Fellow will work out of TDC's offices in downtown Boston. This is a paid, full-time fellowship of 10 to 12 weeks. The Fellow will be expected to work a standard work week. Start and end dates are negotiable.

Qualifications

Highly qualified candidates for the Summer MBA Fellowship will meet most or all of the following criteria:

- MBA candidate, who has successfully completed the first year of graduate school.
- Excellent writing, editing and communication skills.
- Analytical skills and a capacity to conduct sophisticated and rigorous analyses of both quantitative and qualitative information.
- Demonstrated ability to conduct financial analyses for nonprofit organizations.
- The ability to organize and present complex information in a clear and concise manner.
- Experience conducting research and designing a multifaceted research project.

- High degree of self-motivation and the ability to work independently with minimal supervision.
- Diplomatic, broad-minded, curious, and detail-oriented, with a great sense of humor.
- Demonstrated commitment to or interest in the nonprofit sector.

Applying

To be considered for the position, applicants should submit the following materials:

- A thoughtful cover letter;
- 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.

All correspondence should be sent to hr@tdcorp.org. Resumes will be reviewed on a rolling basis. No phone calls please. TDC is an equal opportunity employer.