

**Sr Consultant – Government, Education, and Non-profit (GENP)**

**Summary Description**

The Senior Consultant functions at multiple management levels in a variety of public sector, educational, and non-profit organizations to study an organization's mission, value proposition, strategic focus, and stakeholder requirements. Helps to envision, define, design, develop, and deploy measures for improvement. Assists the team in identifying major issues facing clients and generates hypotheses against issues. Develops conclusions and strategic recommendations, writes reports, and assists with client presentations. Identifies opportunities for organization strategy services within a client organization or business area. Builds competencies in the areas of basic consulting, project and program management, assignment performance, and organization strategy.

In addition, the Senior Consultant will manage complex projects and/or produce sophisticated deliverables; they train and supervise staff; work independently with minimal supervision; serve as an internal consultant to other projects; play a key role in proposals and sales presentations and present at conferences. The Senior Consultant is expected to play a lead role in developing and expanding Impact Makers presence in assigned government, educational, or non-profit clients. They are often the primary point of contact with clients and are responsible for managing most deliverables and services. They are expected to manage the team onsite, if applicable.

The Senior Consultant will have a focus in a certain one or more organizational areas and/or business functions.

**Specific Responsibilities**

## Project Delivery and Client Relationship Management

* Leads, manages, and supports delivery of consulting services on assigned projects at GENP clients and meets with clients regularly to update them on project status.
* Builds relationships with key clients and prospects and serves as a key contact person for significant clients.

## Business Development

* Creates and implements business development strategies, resulting in new contracts and revenue and participates in proposal and client development.
* Leverages existing client relationships to understand new needs and challenges to GENP organizations and positions Impact Makers to help solve them.
* Presents at conferences, seminars, forums, trainings, and meetings, as availability allows.

## Team Leadership

* Participates in recruiting and hiring of new staff as needed, as well as project role reviews (PRRs) for project teams
* Develops junior level staff and provides professional development opportunities.
* Oversees staff to ensure client's needs are met.
* Manages team members to complete project deliverables.
* Assists in managing project budgets and ensuring proper staff resources are allocated to each project.

## Firm Development

* Identifies opportunities to improve processes, operations, and client services.
* Develops and supervises development of internal and external documents such as procedural and operational manuals, training presentations, guides, handbooks, and formal correspondence.
* Works closely with colleagues share best practices, staff projects, and accomplish shared business development goals.

**Essential Knowledge, Skills, and Abilities**

* Proven ability to successfully lead and drive multiple engagements.
* Flexible, self-starter possessing intellectual curiosity.
* Enthusiasm for life-long learning and staying well-informed about current business issues.
* Good judgment in completing tasks and in seeking guidance when needed.
* Possesses middle-to-senior management-level presence including solid communication and leadership skills and an ability to create and deliver [leadership] level presentations.
* Ability to operate autonomously and work effectively through ambiguity at the engagement level or on less complex issues/ items.
* Strong interpersonal skills that would support effective relationship building with government executive, legislative, and other leadership personnel to achieve goals.
* Project management skills and excellent business writing and communications skills.
* Strong skills in the areas of interpersonal communication, analysis, critical thinking, attention to detail, and multi-tasking.
* Commitment to exceptional client service.
* Creative problem-solving ability and a consultancy mindset.
* Dedication to accomplishing goals and challenges presented by clients and management.

## Demonstrated Ability and Expertise to:

* Define problems through consultations, meetings, and case studies;
* Review and analyze information through different reports and researches;
* Interview or facilitate focused group discussions with management and employees;
* Develop and present recommendations for the management;
* Develop plans and programs for change implementation in the organization.
* Interact with various levels of management and with clients.
* Move projects forward within specific timeline and budget while working at a detailed level.
* Operate in both a team situation and autonomously with minimal supervision.
* Work with large data sets with accurate results.
* Follow, critically evaluate, and improve upon current processes.
* Recognize issues and identify solutions.

**Supervisory Responsibility**

This position may have direct supervisory responsibilities

**Preferred Experience**

* Experience in the areas of information technology, finance/business operations, higher education, healthcare is highly desirable.
* Previous Supervisory Experience is strongly preferred.

**Preferred Education and Certifications**

* Bachelor’s degree or equivalent experience.
* Master’s degree or post-graduate certificate in Business or Public Administration, or a relevant technical field such as IT Management, or Computer or Data Science, and relevant certifications (AWS, PMP, SCM, SaFE, CISM, CISA, CISSP, etc.) are a plus

**Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Overtime and weekend work may be required to meet client or company needs.

**Work Environment**

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers and phones.

**Travel**

Travel may be expected in this position.

**Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some moving is required.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.