

Associate Consultant Position Guide

USE YOUR KNOWLEDGE AND SKILLS FOR GOOD.

About the Collins Group and Campbell & Company

The Collins Group is the Seattle division of Campbell & Company, a national consulting firm that serves nonprofit organizations. Both Collins and Campbell serve institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. Campbell & Company is based in Chicago and has (in addition to Collins/Seattle) regional offices in Los Angeles, Portland, the San Francisco Bay Area, and Washington, DC; the Collins (Seattle) division is the largest of these.

We are motivated by a desire to strengthen the nonprofit sector. You can see that commitment reflected in both our work and our personal passions—from mentoring others in the profession and volunteering in the community to serving on national boards. We have high standards for ourselves and our teams, and we achieve those standards by helping one another do our best work.

We respect and value our colleagues' perspectives, and we see collaboration as an opportunity to learn from one another, support each other's growth, and advance our collective knowledge. Our team-based approach enhances our work and is even built into our company's structure: as an ESOP (Employee Stock Ownership Program), we are 100 percent employee-owned, giving every one of us a vested interest in the success of both our clients and our colleagues.

We are always looking to improve so we can better serve the nonprofit sector. That desire fuels our strategic vision, which charts an ambitious path for national expansion in key regions and vertical sectors across the country. These objectives advance the core services that today's

MISSION

To collaborate and innovate with people who change lives through philanthropic vision and action.

VISION

*To be the **partner of choice** for nonprofit organizations, nationally known for providing exceptional and creative service, distinguished by our commitment to our client relationships, and recognized for advancing the nonprofit sector as a whole.*

*To be the **firm of choice** for talented professionals seeking a great place to work where they can be well-supported, challenged, and fulfilled throughout their careers.*

VISIT US



nonprofits need to be successful and support a growing team of professionals who bring passion and dedication to their work every day.

Our Work

Our mission is to collaborate and innovate with people who change lives through philanthropic vision and action. For more than 40 years, we've worked with organizations at critical points in their growth and development, when our expertise and partnership approach can have a powerful impact. Today, we have four primary service lines: fundraising, communications, executive search, and strategic information services. We immerse ourselves in learning each client's culture, constituencies, and challenges, and we work with staff, board members, and other leaders to develop a coherent strategy for achieving the organization's goals.

Collectively, Campbell & Company consists of 66 staff members, including 39 in Chicago and the Midwest, three based in Washington, D.C., seven on the West Coast, and 16 members of the Collins Group. Our consultants work in teams to provide the right balance of expertise, experience, and seniority for each client. Over time, each consultant has opportunities to work with and gain knowledge from every other consultant on our staff.

About This Position

Under the direction of Campbell & Company's Director of Strategic Priorities, the Associate Consultant will primarily serve Collins Group clients throughout the Northwest, Campbell & Company clients in California, and select Campbell & Company clients in other regions. This person will participate as a member of the firm's Associate Consultant team, collaborating and sharing with colleagues around the country. Primary duties will include:

- Participating as a team member in the campaign planning study process, campaign management services, and development assessment and planning projects
- Supporting consulting teams and our clients with overall project management, materials preparation, scheduling, and meeting planning
- Working collaboratively as a key member of several client services teams (five to ten at any given time), under the guidance of a project leader, and sharing information and experiences as an important part of each consultancy
- Growing eventually to serve as campaign planning study manager, coordinating study components and assessment activities with colleagues and clients

The Associate Consultant's mix of projects will depend on his or her level of experience, balance of skills, and professional growth. Successful Associate Consultants progressively take on greater leadership for increasingly significant and complex projects, creating opportunities for professional advancement.

Qualifications

The successful candidate will have two to five years prior nonprofit work experience, preferably in a direct fundraising role or consulting environment; experience may include relatable work in a volunteer or academic setting. In addition, the successful candidate will possess the following:

- A passion for the nonprofit sector and an understanding of the philanthropic climate
- Demonstrated project management skills, including the ability to adapt to changing priorities and deadlines from multiple colleagues and clients
- Exceptional interpersonal and communication skills that elicit trust and confidence with individuals and groups of varying size
- A team-based, collaborative work style with an ability to work independently
- Creativity, flexibility, with an open-minded attitude toward feedback
- High degree of comfort and facility with technology, including donor relationship management database knowledge and experience
- A high degree of sensitivity and integrity
- Ability and willingness to travel as needed (travel outside of Seattle region estimated less than 10% of time)
- A bachelor's degree preferred or equivalent relevant experience.

The position is appropriate for entry-level and early-career professionals.

Application

To be considered for this opportunity, please send a cover letter and resume to:
ac.seattle@campbellcompany.com.

Campbell & Company is an equal opportunity employer.