

Associate Consultant, Communications (Seattle)

Position Guide

USE YOUR WRITING POWERS 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 nearly 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.

Our fast-growing Communications practice works with a wide range of clients across the country to craft compelling messaging, produce communications in a range of formats (print, presentation, interactive, video, web), coach and train nonprofit leaders in their communications roles, and develop communications strategy. We also provide business writing support to the firm's fundraising consulting practice, including developing significant client deliverables and reports. The team consists of eight individuals—growing to nine with the addition of this position.

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 Communications Consulting, the Associate Consultant will primarily serve Collins Group clients throughout the Northwest, as well as select Campbell & Company clients in other regions. Primary duties will include:

- Work with teams of colleagues within both the Collins Group and Campbell & Company to produce significant client deliverables and reports
- Work directly with client leadership, staff and board members to develop messaging for fundraising campaigns and other projects
- Research and write client communications in a variety of formats, including white papers, brochures, presentations, and interactive, web and video content
- Provide day-to-day management for client projects, including interfacing with client staff, Collins/Campbell colleagues and design partners

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 Associate Consultant position is a multi-faceted role requiring a number of primary skills:

- Exceptional persuasive, expressive and promotional writing skills
- Strong business writing and professional communication capabilities
- A high degree of intellectual autonomy and initiative
- Project management skills and self-discipline
- A collaborative work style and an open-minded attitude toward feedback

The successful candidate will have a baccalaureate degree and a record of success in writing and communications roles (academic and/or professional). Professional experience in the nonprofit sector is not required, although a passion for the nonprofit sector is. 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.communications@campbellcompany.com.

Campbell & Company is an equal opportunity employer.