

ASSOCIATE CONSULTANT

Position Guide

CAMPBELL & COMPANY

Campbell & Company is a national consulting firm that serves nonprofit organizations and institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. The firm is based in Chicago with regional offices in Los Angeles, Portland, San Francisco Bay Area, Seattle, and Washington, DC.

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 to volunteering in the community to serving on national boards. We are driven and willing to do what it takes to get the job done. 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 new growth strategy, 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 nonprofits need to be successful and support a growing team of professionals who bring passion and dedication to their work every day.

OUR WORK

For over 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.

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



Collectively, Campbell & Company consists of 67 staff members, including 37 in Chicago and the Midwest, three based in Washington, D.C., seven based on the West Coast, and 20 members in our Northwest Office. 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.

THE POSITION

Campbell & Company seeks an individual for an Associate Consultant position in our Chicago headquarters. The Associate Consultant will help Campbell & Company maintain regional and national presence as a preeminent consulting firm by providing fundraising and advancement services to a variety of nonprofit organizations. Primary responsibilities include participating as a team member in the campaign planning study process, campaign management services, and development assessment and planning projects. The Associate plays an important role in supporting our consulting teams and our clients with overall project management, data gathering and analysis, materials preparation, scheduling, and meeting planning. The role will have a predominant focus on the firm's fundraising services, with involvement in strategic information services work and strong collaboration with the communications consulting team. The Associate will handle other responsibilities and projects as assigned by the leadership of Campbell & Company.

The Associate Consultant will work 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 share information and experiences as an important part of each consultancy. They must be dedicated to outstanding internal and external client satisfaction; this includes demonstrating critical thinking by interpreting and addressing each client's respective needs and building individual expertise by transferring insight and knowledge from one engagement to the next. This person will report to a Vice President in Chicago and will participate as a member of the Associate Consultant team collaborating and sharing with colleagues around the country. The successful candidate must have access to reliable transportation to attend Campbell & Company and client meetings when required. This can be achieved with his/her/their own vehicle, the use of ride sharing services, or public transportation or alternatives available to the candidate.



RESPONSIBILITIES

- Support and engage client staff and volunteers in fundraising projects and campaign activities by preparing essential materials such as campaign work plans, strategy memos, reports, timetables, meeting agendas, and donor correspondence. This work includes regular interaction with clients to keep projects on established timelines.
- Help team members prepare for meetings, presentations, interviews, and focus groups and workshops. Participate in client meetings and conducting interviews and focus groups, as appropriate.

- Provide counsel to clients in managing aspects of their development program or campaign on an interim or part-time staff basis, as appropriate. This may include on-site staffing and/or counsel.
- Work with the Strategic Information Services team in guiding high-level analytics planning by evaluating organizations' relationship management databases, processes and policies.
- Collaborate with communications team members, ensuring they have the information necessary to produce tailored campaign vision statements, providing substantive feedback based on client understanding, and helping to synthesize complex information and trends identified throughout the course of client work into final reports and recommendations.
- Assist with firm business development efforts, assisting with research on prospective clients, preparing proposals and presentation decks, and occasionally participating in new business calls and presentations.
- Participate in thought leadership development, writing blog posts, collaborating with colleagues to draft white papers and research studies, contributing to and presenting webinars, and attending conferences.



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 most of the following:

- A passion for the nonprofit sector and an understanding of the philanthropic climate
- The ability to earn the confidence of a wide range of internal and external constituents, including senior consulting staff, client staff, volunteers, donors and prospects
- Critical thinking skills, i.e., the ability to apply reasoning and logic to new or unfamiliar ideas, opinions and situations
- Excellent quantitative, data analysis and data management proficiency
- Strong writing and communication skills; major gift proposal and/or grant writing experience is a bonus
- Demonstrated project management skills, including the ability to adapt to changing priorities and deadlines from multiple colleagues and clients
- High degree of comfort and facility with technology, including donor management database knowledge and experience

- A team-based, collaborative work style with an ability to work independently
- A high degree of sensitivity and integrity
- Exceptional interpersonal and communication skills with individuals and groups of varying size
- A high degree of initiative to collaborate with leaders across the firm and the energy and ability to work independently
- Creativity, an entrepreneurial spirit and flexibility
- Ability and willingness to travel
- A bachelor's degree preferred or equivalent relevant experience

APPLICATION

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

Campbell & Company is an Equal Opportunity Employer.

We are proud to partner with nonprofits to advance justice, opportunity, and equity throughout our society – and we bring this same commitment to our practices and culture as a company. We seek people to join our firm who share this sense of purpose and will bring a diversity of perspectives and experiences that will enrich our team and clients. Individuals from all backgrounds are encouraged to apply.