

ASSOCIATE CONSULTANT

ABOUT CRE

For over 40 years, CRE has prepared leaders and strengthened organizations to drive social change. As a nonprofit consulting firm, we provide the strategies and tools needed to build equitable and sustainable, high-performing organizations, working with 500 organizations each year. As we adjust to our new reality and work to bolster our team, organization, and sector, we are seeking a skilled, thoughtful, seasoned leader to join our team. The ideal candidate will have a deep commitment to the social sector and alignment with CRE's mission of strengthening organizations to reduce poverty, promote equity, and increase opportunity.

Critically, the ideal candidate also will exemplify and promote CRE's values, including our [deepening commitment to racial equity and to dismantling anti-Blackness](#).

- **Collaboration:** We are smarter and more creative when we work together (and it's more fun too).
- **Diversity, Equity + Inclusion:** We believe that true impact can only be achieved when we lift up diverse voices that have not always been heard.
- **Accountability + Excellence:** We promise excellence in all that we do and hold ourselves accountable to the community, the people we serve, and each other.
- **Reflective Practice:** We appreciate the big questions, tough discussions, and unexpected answers.
- **Power of Change:** We believe that change is always possible and unleashes opportunity and the potential for creative solutions that improve communities.
- **Courage:** We embrace bold ideas and risks that allow us to partner with clients as they overcome challenges and move toward change.

ABOUT OUR TEAM

Our team of 30 program/consulting and operations staff comprise dynamic, diverse, mission-aligned thought-partners, deeply invested in advancing social change. We co-create, transform, and challenge organizations to be their best. We value our people, the journey, and the promise of change. We believe all communities are rich in ideas, capacity, and care. We believe in love — love for our work, our clients, ourselves, and for each other. We lead with an unapologetic commitment to equity, especially in times of stress and uncertainty. For more, see our [staff page](#).

ABOUT THE ROLE

The Associate Consultant ("AC") is a vital part of CRE's consulting team. By providing strong project management and administrative support, this role will assist client-facing teams as they partner with organizations to develop practical solutions to challenges and promote real change in communities. The AC will also support internal projects that are crucial components in CRE's impact, effectiveness, and growth.

The AC partners with Consultants and Senior Consultants to plan and implement a variety of consulting and training engagements, and will be accountable for achieving the outcomes and deliverables for each of those engagements. The AC will also support increasing CRE's visibility

in the sector by contributing to thought leadership; assisting in developing or expanding CRE's programs and services; and continuous learning and sharing of new practices that deepen CRE's expertise.

While operating within a matrixed organizational structure, the AC will report directly to a Senior Consultant.

ESSENTIAL DUTIES & RESPONSIBILITIES

Client Impact – Supporting consulting team in preparing, organizing, researching, and implementing:

- Consulting engagements, such as strategic planning, board development, diversity, equity, and inclusion, talent management, and other practice areas
- Leadership and professional development programs using peer-based learning, team facilitation, and training
- The design, development, and enhancement of program offerings and curricula
- High quality and professional work plans, reports, and documents
- Bids and proposals to clients for specific work engagements
- Business development, outreach and marketing of CRE through blogs, articles, presentations, social media, client cultivation, and networking

CRE Impact

- Ongoing contributions to CRE's knowledge management system and, where appropriate, supporting the development and sharing of that knowledge externally
- Participation in internal projects and other internal activities to help CRE advance its goals
- Active participation in staff development activities
- Adherence to CRE's contracting and program policies and processes (e.g., time entry, budget management, relationship management, documentation, etc.)

QUALIFICATIONS & EXPERIENCE

- 1-2 years of prior work experience in the social sector; experience with social justice organizations is a plus
- Strong project management skills; demonstrated ability to effectively organize time and priorities to accomplish work goals across teams and roles
- Bilingual in English/Spanish is a plus
- Demonstrated experience analyzing, synthesizing, and presenting data in a clear and compelling way
- Excellent communication and presentation skills, both written and verbal
- Demonstrated ability to relate to people of different backgrounds and identities
- Ability to cultivate ongoing, productive relationships, internally with peers and colleagues and externally with clients and client prospects
- Ability to work independently and collaboratively across CRE teams and roles
- Ability to effectively work from home at the highest level of accountability, and ability to join the team should there be a new permanent or temporary office set up in NYC

CORE COMPETENCIES

- Authentic client service orientation; empathetic approach to clients as partners
- Commitment and openness to learning, including giving and receiving feedback

- Commitment to high-quality work and creating impact within and beyond CRE
- Insightful and creative in problem solving, with an ability to leverage diverse resources and opportunities to benefit CRE and its clients
- Open, collegial, and supportive with colleagues
- Proactive, can-do attitude with a sense of humor
- Flexible and able to work effectively in a dynamic environment

Over time, it is expected that the Associate Consultant will:

- Become familiar with organizational development and capacity building
- Learn and develop proficiency within CRE consulting areas
- Effectively facilitate group learning activities
- Understand consulting strategies/interventions for clients
- Effectively manage projects with diverse stakeholders and resources
- Develop a strong client service orientation that includes approaching clients as partners

COMPENSATION

The salary range for this position is \$65K - \$75K, depending on experience. CRE offers a generous benefits package that includes 20 days of paid time off, health insurance, flexible-spending accounts, and a 403b retirement plan.

HOW TO APPLY / SELECTION PROCESS

For consideration, please send your resume and cover letter that clearly explains your fit for this role and the value you will add; how you have engaged, collaborated, and uplifted diverse, marginalized clients, communities, and/or colleagues; and your alignment with CRE's values. Send your materials to recruiting@crenyc.org and indicate "Associate Consultant" in the subject line.

Prior to hire, candidates will complete at least two interviews and a written or role play exercise. Please inform CRE within a reasonable time period prior to administration of the interview or exercise of any reasonable accommodations needed.

CRE is an Equal Opportunity Employer and complies with the Americans with Disability Act. We strongly encourage applications from women, non-binary, people of color, and bilingual and bicultural individuals, as well as members of the LGBTQI+ communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.