

Senior Consultant Job Description

This position will include the following tasks and responsibilities:

40% Client Partner Portfolio Management and Leadership

- Leads and manages a portfolio of up to five (5) client partners.
- Owns, manages, and tracks opportunities, grants, reports, and other deliverables for portfolio.
- Guides each client partner through the contract lifecycle, from onboarding and kick off through offboarding or contract renewal. The contract lifecycle is typically twelve (12) months and consists of two phases.
 - Phase 1: Developing foundational tools and resources for partners to efficiently and effectively fundraise.
 - Phase 2: Using tools and resources developed in Phase 1, providing personalized services including strategic fundraising advice, prospect research, grant writing, reporting, funder relationship management, etc.
- Discusses and internalizes client goals in order to plan fundraising strategies and angles for grant proposals.
- Provides expert advice to client partners on fund development topics.
- Develops meeting agendas and leads biweekly meetings for each client partner.
- Manages communications with past, current, and prospective donors for portfolio.
- Communicates updates to client partners including the status of grant proposals and communications with donors.
- Sends drafts (grant applications, reports, etc.) to client partners for review in a timely manner.

40% Donor Strategy, Grant and Content Writing and Reporting

- Defines strategies by identifying and clarifying opportunities and needs, studying requests for proposals, and attending internal and external strategy meetings with donors and partners.
- Leads and facilitates meetings between donors and client partners to find alignment and secure funding partnerships.
- Writes proposals, grant reports, and other content for a portfolio of client partners.
 - Prepares proposals by identifying sources of information, gathering and formatting information, writing drafts, and identifying and communicating risks associated with proposals.
 - Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
 - Enters and monitors data in the organizational project management platform to track

- progress of deliverables.
- Develops proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Prepares grant reports by evaluating client outcomes, graphics, and updates.

10% Deliverables Tracking and Internal Resource Coordination

- Interfaces with an internal Central Resources Department (CRD) for prospect research and design services to support deliverables for portfolio of client partners. Tracks, manages, and follows up on deliverable statuses to ensure timely delivery to client partners.
- Provides clear, specific guidance and resources, following standardized protocols, to the CRD for prospect research and design deliverables to support efficiency and accuracy.

5% Training Facilitation and Design Support

- Serves as subject matter expert and, in collaboration with a learning designer, designs and develops training and professional learning sessions on fundraising topics for internal and external audiences.
- Provides training on various fund development topics to Acceleraise staff.
- Facilitates sessions for Acceleraise client partners.

5% Team Leadership, Collaboration, and Support

- Mentors, supports, and provides guidance and advice to other team members. Serves as an internal expert on fundraising and development topics and strategy.
- Participates in team meetings, retreats, and professional development opportunities.
- Reports to the Vice President.

Benefits: Salary is paid bi-monthly via direct deposit. Acceleraise will assume the employer's portion of social security and Medicare taxes, and withhold employee income taxes. Acceleraise has flexible work hours and generous paid time-off that includes vacation, personal, and sick leave. To start, Acceleraise is offering 8 weeks of paid vacation. In addition, Acceleraise may also offer performance-based bonuses, up to 5% of the individual's annual earnings. Acceleraise offers health, dental, and vision insurance that is fully paid for by the corporation. This benefit does not extend to other family members.

If interested, please send your cover letter and resume to hire@acceleraise.com.