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Consultant Job Description

Overview: Accelerarise Corporation, a New Orleans-based fund development consulting firm, is seeking full-time Consultants and Senior Consultants to join our team. Accelerarise consultants provide strategic fund development services for partner clients. Each consultant leads and manages a portfolio of approximately five nonprofit partner clients. These nonprofits, which are Black and Brown-led, are located nationwide and are dedicated to serving Black and Brown communities in the areas of education, cultural preservation, youth empowerment, community initiatives, and narrative-changing. All consultants at Accelerarise are supported by the Central Services and Resources Division, which provides support with prospect research, writing, design, and administrative tasks.

Applicants must be local to the New Orleans area or willing to relocate. This position will report directly to the Vice President of Strategy, Learning, and Impact.

Salary Range: \$80,000 - \$120,000

Start Date: Position is available immediately.

Benefits: Accelerarise offers a generous comprehensive benefits package.

- Employer-paid medical, dental, and vision insurance
- Flexible spending account (FSA)
- Flexible work policy
- 401(k) plan with 4% employer contribution and 100% immediate employee vesting
- 8 weeks (40 days) of annual paid time off (Note that Accelerarise does not observe holidays; however, employees may utilize PTO as they see fit to observe the holidays of their choosing.)
- Up to 14 weeks unpaid leave of absence for parental leave or emergency medical conditions (Employee benefits including medical, dental, and vision insurance, continue during a leave of absence)
- Annual professional development stipend

Role Background and Purpose: Accelerarise is in a period of strategic growth and is hiring additional consultants to meet growing demand for services from a diverse range of nonprofits across the nation and, in some cases, the globe. Consultants are hired at one of two levels, Consultant or Senior Consultant, based on depth and breadth of experience and specialization. All consultants perform similar job functions in service of Accelerarise's nonprofit partner clients, with Senior Consultants focused on more specialized and complex engagements that require specific expertise and experience.

[See the Job Requirements section below for details on required experience for Consultants and Senior Consultants.](#)

While each consultant is responsible for leading and managing their own unique portfolio of nonprofit partner clients, Acceleraise is a highly collaborative environment. Consultants share support, resources, ideas, and knowledge with each other. In addition, Senior Consultants are expected to provide training, guidance, and mentorship to other team members. Acceleraise's Central Services and Resources Division also works closely with all consultants to provide a range of internal services including support with prospect research, writing, design, and administrative tasks.

Job Tasks & Responsibilities

Each Acceleraise consultant manages a portfolio of approximately five nonprofit partner clients and is responsible for the duties and responsibilities outlined below.

40% Partner Client Portfolio Management and Leadership

- Leads and manages a portfolio of approximately four (4) partner clients.
- Owns, manages, and tracks opportunities, grants, reports, and other deliverables for portfolio.
- Guides each partner client 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 partner client goals in order to plan fundraising strategies and angles for grant proposals.
- Provides expert advice to partner clients on fund development topics.
- Develops meeting agendas and leads biweekly meetings for each partner client.
- Manages communications with past, current, and prospective donors for portfolio.
- Communicates updates to partner clients including the status of grant proposals and communications with donors.
- Sends drafts (grant applications, reports, etc.) to partner clients for review in a timely manner.

40% Donor Strategy, Grant and Content Writing and Reporting

- Defines strategies and sets development goals 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 partner clients to find alignment and

secure funding partnerships.

- Writes proposals, grant reports, and other content for the portfolio of partner clients.
 - 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 and writing about partner client outcomes, graphics, and updates.

10% Deliverables Tracking and Internal Resource Coordination

- Interfaces with the internal Central Services and Resources Division for prospect research, writing, and design services to support deliverables for the portfolio of partner clients. Tracks, manages, and follows up on deliverable statuses to ensure timely delivery to partner clients.
- Provides clear, specific guidance and resources, following standardized protocols, to the Central Services and Resources Division for prospect research, writing, and design deliverable requests to ensure efficiency and accuracy.

5% Training Facilitation and Design Support (*Senior Consultants*)

- 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 training sessions for Acceleraise partner clients.

5% Team Leadership, Collaboration, and Support (*Senior Consultants*)

- Leads team meetings, retreats, and professional development opportunities.
- Mentors, supports, and provides guidance and advice to other team members. Serves as an internal expert on fundraising and development topics and strategy.

Job Requirements

Consultants are hired at one of two levels, Consultant or Senior Consultant, based on depth and breadth of experience and specialization.

Consultants

- Commitment to racial equity and Acceleraise's mission to develop, support, and sustain visionary Black and Brown-led nonprofit organizations. Value alignment with Acceleraise is **not** negotiable.
- Bachelor's degree or equivalent experience.
- 1–5 years of fund development experience.
- Experience writing grant proposals and grant reports.
- Extraordinary attention to detail, especially with external-facing activities and deliverables.
- Demonstrated experience managing multiple work streams and projects and exceptional organization and work management skills.
- Demonstrated experience managing project scopes and minimizing scope creep.
- Expert meeting preparation and facilitation skills, especially with external meetings and stakeholders.

Senior Consultants

All requirements for Consultants, plus the following.

- 5–10+ years of fund development experience (or equivalent).
- Certified Fund Raising Executive (CFRE) or equivalent (e.g. Ph.D.).
- Deep knowledge and experience in specialized fundraising areas (major gifts, feasibility studies, capital campaigns, direct solicitations, etc.)
- Internal Training: Experience designing and delivering training, coaching, and/or mentoring for other team members.
- External Training: Experience serving as a fund development subject matter expert to help develop high quality training sessions and materials. Experience facilitating training for executives, boards, and other external audiences.

Additional preferred experience (Consultants and Senior Consultants)

- Consulting experience (independent consulting or consulting with a firm).
- Experience working with a CRM.
- Experience managing people or teams.

How to Apply

To apply, send your resume to [hiring@acceleraisecorp.com](mailto: hiring@acceleraisecorp.com). Include a short description (1500 characters max) of your interest in joining Acceleraise and your readiness to succeed in the role.

Acceleraise provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.