

## SENIOR ASSOCIATE /AFFILIATED CONSULTANT POSITIONS AVAILABLE

Cause Effective is a New York-based organization that supports nonprofits to develop effective and strategic fundraising and governance practices. Over the past three decades we have assisted more than 5,000 community-based organizations – large and small – to break new ground and build sustainable futures. Our clients raise more money, deepen their relationships with donors, build stronger boards of directors, and get more from their special events and anniversaries. The result: they achieve long-term change in their communities. Our focus includes a deep commitment to grassroots social justice.

Cause Effective is searching for a **Senior Associate – a full-time staff position focused on consulting, training, and business development** – to join our 8-person team. Cause Effective Senior Associates are responsible for training and consulting to a wide range of New York-area nonprofits in the areas of resource development (especially individual donor development), board development and governance, and special event strategy, as well as developing and delivering workshops in these areas. Senior Associates are also responsible for attracting new business and representing Cause Effective at a variety of local and national forums.

**We are also interested in individuals who could serve as Affiliated Consultants in a long-term relationship with Cause Effective.** These individuals would be responsible for service delivery in the above areas on a per-project basis.

For 35 years, Cause Effective, a nonprofit itself, has been a national leader in building the capacity of small-to-mid-sized community-based nonprofits to plan and implement diverse and effective resource development and governance strategies. Our efforts consistently focus on strategies to build the sustainability of the “middle ground” of the nonprofit sector – community-based nonprofits with budgets from \$500,000 to \$5 million, although our clients sometimes fall below or above this range.

The vast majority of Cause Effective’s clients are drawn from the diverse communities of greater New York. Over 85% of Cause Effective’s clients are based in and serve low- and moderate-income communities. Our work has had tremendous impact among groups with a wide range of missions over the past three decades because we start by listening carefully and respecting the unique challenges of each community while finding strategies to move organizations forward by building on their strengths and assets.

Cause Effective provides service through a coordinated series of coaching and training opportunities which include:

- One-to-one consulting ranging from one-time meetings and board retreats to longer-term transformative consulting relationships;
- Workshops which include peer-to-peer learning and focus on real-world strategies to boost organizational growth;
- Sharing our knowledge in print and the Web ([www.causeeffective.org](http://www.causeeffective.org)); and
- Peer-to-peer communities of practice.

### **Our Senior Associate position offers the opportunity to:**

- Be a change agent as you guide and support diverse New York City community-based groups at transitional moments in their organizational evolution
- Serve a diverse portfolio of clients with differing resource development and governance challenges as you move them towards increased sustainability and independence

- Scale the growth of Cause Effective’s programming to serve more clients through innovative avenues
- Shape our practice in conjunction with experienced colleagues and leading content experts in the field
- Build the future of Cause Effective as the “go to” organization in New York City for resource development and governance assistance

**Key Responsibilities:**

- Manage a portfolio of resource development, governance and/or special events clients to reach specified outcomes
- Analyze client needs, produce and deliver written and oral presentations to clients, and support client decision-making
- Lead Cause Effective’s trainings to foster peer-to-peer collaborative learning
- Write new publications and materials and generate web-based content
- Market Cause Effective’s offerings and increase our visibility in the field
- Develop and maintain relationships with potential clients to cultivate new business
- Work closely with administrative staff to support client resource development and special events efforts
- Create reports and other materials to support Cause Effective consultancies

**Qualifications Required:**

- A history of committed fundraising, governance and/or special events experience in communities of color
- A minimum of 5 to 7 years of resource development, governance and special events experience in multiple areas, with special emphasis on individual donor development, board functionality and recruitment, and special events strategy/campaign design
- Experience in consulting and training for small to mid-size nonprofits, including the ability to assess, prioritize, design and refine various resource development strategies to match organizational capacity
- Well-organized, thorough, and able to handle multiple assignments within tight time-frames
- Excellent listening and facilitation skills as well as the ability to write well, edit, and capture a client’s voice
- Work flexible hours to meet client needs, including evenings and occasional weekends
- Bachelor's degree required; Master’s degree desirable
- Demonstrated facility in the following IT environments: MS Office, CRM Platforms, Social Media
- Fluency in Spanish is preferred

**Personal Characteristics:**

The successful candidate should be the following:

- An energetic, focused, hard worker who is effective in a fast paced, pressured environment
- Intelligent and persuasive; a problem solver who can conceptualize, implement, and initiate ideas and projects
- Patient yet proactive in guiding clients at differing stages of organizational development and readiness
- A person who enjoys working with many different types of people and is skilled at identifying their strengths and respectful of differing cultural styles
- A collaborator with a sense of humor who likes to share information and ideas with colleagues

*Cause Effective strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged. Cause Effective is an Equal Opportunity Employer.*

Salary for the full-time senior associate position is \$85,000, with excellent benefits and flexibility. Compensation for affiliated consultant positions is on a per project basis. The full-time position is slated to start on 9/5/17.

Please submit resume, writing sample and cover letter to Cause Effective at [jobs@causeeffective.org](mailto:jobs@causeeffective.org) with the title of the position in the subject line. **No phone calls.**