



## ASSOCIATE CONSULTANT, SEATTLE

### ABOUT 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 and Seattle with regional staff in Los Angeles, San Francisco Bay Area, and Washington, DC. Our team-based approach enhances our work and is built into our company's structure as a 100 percent employee-owned firm.

This is an exciting time for our firm as we emerge from the pandemic and evolve to meet the nonprofit sector's changing needs. We are finalizing a new strategic plan to guide our firm's ongoing growth and priorities.

We work with organizations at critical points in their growth and development, when our expertise and partnership can have a powerful impact. We have four primary service lines: [fundraising](#), [communications](#), [executive search](#), and [strategic information services](#). Our culture of innovation fueled the development of Campbell & Company's first software as a service product, [Beam Insights](#), which aims to address advances in technology to support fundraising. We strive to work in multi-service teams to provide the right balance of expertise, experience, and seniority for each client.

As a firm, we are fully committed to Diversity, Equity, Inclusion, and Access (DEIA). Accordingly, we've created a framework to strengthen the diversity of our firm, address the ways in which we can be more fully inclusive of people from all backgrounds, and work to build equity in our profession and the nonprofit sector. This framework focuses on our internal talent management, ensuring an inclusive culture, continuous learning, and transparent communication. We are not experts but are getting better every day.

We are also committed to walking with our nonprofit partners in this work. Our goal is to help all our clients be as inclusive as possible, advising on creating inclusive processes and conducting our work through an equity lens. One example of this work is our [Equity Partners Program](#) in which we are engaged with four BIPOC-led nonprofits committed to racial equity work.

#### OUR VALUES

- Inclusion
- Partnership
- Candor
- Rigor
- Integrity
- Creativity

#### OUR STAFF

- 36 Chicago & Midwest
- 10 Seattle & Northwest
- 3 East Region
- 4 West Region

#### OUR MISSION

To collaborate and innovate with people who change lives through philanthropic vision and action.

#### VISIT



## THE POSITION

Campbell & Company seeks an individual for an Associate Consultant position in our Seattle office. The Associate Consultant will help Campbell & Company 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 counsel services, and development assessment and planning projects. The Associate Consultant 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 Consultant 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 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 Seattle and will participate as a member of the Associate Consultant team collaborating and sharing with colleagues around the country. The Associate Consultant will primarily serve Northwest clients from the Seattle office, Campbell & Company clients in California, and select Campbell & Company clients in other regions.

## 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, analyses of organizations' fundraising trends, reports, timelines, 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 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

## BETTER TOGETHER: OUR DIFFERENCES MAKE US STRONGER

At Campbell & Company, people are at the heart of our firm and our mission. When we tap into the expertise, insights, and creativity of people from all walks of life, we become a better firm, we deliver superior services, and we change lives. We believe our team should reflect the rich diversity that contributes to our communities and our society. We advance this belief through our employment practices and strive to create a culture of trust and belonging where everyone feels accepted, respected, and valued for who they are as individuals.

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, 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

We are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change lives through meaningful work. The successful candidate will have two to five years prior nonprofit work experience, preferably in a direct fundraising role or consulting environment. 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.
- Strong writing and communication skills; major gift proposal and/or grant writing experience is a bonus.
- 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.
- 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.
- High degree of integrity and ability to maintain confidentiality when working with sensitive client data and information.
- Exceptional interpersonal and communication and presentation 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 as needed (estimated less than 10% of time).



- A bachelor's degree or equivalent relevant experience in a related field is required.

Due to COVID-19, we are working remotely at this time.

## COMPENSATION

The salary range for this position is \$55,000 - \$65,000. Campbell & Company also offers a generous and comprehensive benefits package.

## APPLICATION

To be considered for this opportunity, please send a cover letter and resume to [seattleAC2021@campbellcompany.com](mailto:seattleAC2021@campbellcompany.com).

Applicants must be authorized to work for any employer in the US. We are unable to sponsor or take over sponsorship of an employment visa at this time.

*Campbell & Company 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. 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. 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.*