

# COMMUNITIES Unlimited

## Job Description

**Position:** Management Consultant  
**Immediate Supervisor:** TBD  
**Mission Focus:** Entrepreneurship

### Summary of Position

Management Consultants provide direct one-on-one managerial assistance to small businesses located throughout our 7 state target market, with primary emphasis in the region around their office location. The incumbent should be passionate about social and economic justice, possess strong financial and management skills, and be excited to work in a team environment serving entrepreneurs that want to start successful businesses or need help to maintain/expand their current business and need help to overcome barriers to their success including limited credit history, limited access to financial/managerial training or education, and lack access to traditional financing options.

### Education/Certification Requirements

Master's degree is required, with strong preference for a MBA or a Masters in Social Entrepreneurship.

### Experience/Skills Requirements

3 years related work experience is required. Business ownership experience preferred. 2 years of experience working with the Microsoft Office suite of software including some combination of Word, Excel, PowerPoint, Outlook with Office 365 cloud-based experience a plus. Experience working with Quickbooks is a plus.

Successful consultants have strong financial and management skills; excellent facilitation skills; strong analysis skills with the ability to provide concise, easy to understand written summaries; and the ability to effectively work in a team setting dependent upon virtual communication and collaboration.

Must have reliable transportation and be willing to travel throughout CU's target market.

### Summary of Essential Job Duties

The following is a summary of general essential duties, all of which may or may not be assigned at any given time to an individual consultant.

- Conduct initial assessment with client to determine the needs, identify any problems and assess the best course of action to assist client in reaching their goals.
- Develop a Scope of Services that clearly outlines the proposed activities, timeline and estimated cost as well as the responsibilities of the client.
- Manage client engagement and communicate immediately any problems to supervisor.
- Conduct research (market and industry).

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- Connecting client with any other resources both internal (specialized consulting; workshops or training; loans; etc) or external (partners, credit counseling, other)
- Document process, impact and detailed information on each client, ensuring all work product and client data is stored in CU systems and is protected through security and backup processes and available to supervisor and other staff as needed.
- Travel to client location to conduct assessment and implementation of project. Coordinate travel to minimize trips and work with supervisor to implement virtual strategies when possible.
- Close projects.
- Assist Communities Unlimited lending staff, as needed, in the preparation of small business loan packages, loan closings, collection of loan data and in loan monitoring.
- Participate in staff meetings and share learnings, success stories and opportunities with the full team.
- Identify new opportunities for funding, partnership development and deal flow.
- Coordinate partner relationships.
- Represent CU at conferences and events.
- Track time and expenses in a timely manner per CU policy.
- Document all work.
- Conduct self-evaluation.
- Work with supervisor to complete detailed work plans and action plans that are used to manage work and performance.
- Support CU communications and marketing by complying with corporate branding requirements, communications requests/expectations, client story capture, media capture (photos, videos, etc.) and collaborating with communications staff to promote events and client businesses.
- Be aware of and follow CU policies in regards to treatment of staff and clients, and other policies as detailed in the staff handbook.
- Other duties as assigned.

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## Classification

Sedentary (10 pounds – 2 hours)	<input checked="" type="checkbox"/>
Light (25 pounds – 6 hours)	<input type="checkbox"/>
Medium (50 pounds – long hours)	<input type="checkbox"/>
Heavy (100 pounds – long hours)	<input type="checkbox"/>
Very Heavy (100 pounds – long hours)	<input type="checkbox"/>

## Details of Physical Demands

	<i>Hours/Day</i>	<i>Max Time</i>	<i>Surface</i>
Standing or Walking	1.5	1 hour	Varied
Sitting	6.5	1 hour	Padded Chair

	<i>Weight</i>	<i>Times/day</i>
Lifting (up to 48")	25 lbs	1
Pushing	10 lbs	1
Pulling	10 lbs	1
Carrying	25 lbs	1

## Travel Requirements

Average per week for a typical one-year time period	Details
None	Driving to client sites for meetings. Overnight travel may be required depending upon location of client. Occasional travel by air may be required to attend conferences/meetings.
Minimal (less than 5 hours/week)	
Moderate (6-20 hours/week)	
Extensive (more than 20 hours/week)	

## Communication

Indicate % of each required.

Verbal – in person	40%
Verbal – via telephone/video conference	60%
Written	20%
Hearing – in person	40%
Hearing – via telephone/video conference	60%

## Tools Used in Job

Computer, internet, smart phone (texting, email, photos, videos, social media, and calls), web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Use of additional software for project related activities may be required.

## Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.