

## GRADUATE CONSULTING FELLOW INTERNSHIP DESCRIPTION

### BACKGROUND INFO

Since 1981, Cause Effective has strengthened the nonprofit sector by helping organizations build engaged communities of supporters. We transform **people, culture** and **systems** by coaching nonprofits to **learn, carry out** and **sustain** new approaches to fundraising and board engagement. As a result of our consulting services, our city's nonprofits are able to work more strategically, effectively, and can expand their reach with **more resources to fuel their growth**. To date, Cause Effective has supported the resource development efforts of more than 5,000 organizations primarily in the New York City area, thus improving the lives of tens of thousands of people.

In the last year, Cause Effective's consultants provided customized board trainings, intensive coaching and year-long fundraising residencies to over 120 nonprofit organizations.

Our current list of client-partners include: Build NYC, Dyson Foundation, Global Citizen, Design Trust for Public Space, Fostering Parent Advocacy Foundation, GMHC, Girls Be Heard, Higher Heights for America, Literacy Partners, New American Leaders Project, PALANTE Harlem, Partnership for Afterschool Education, Resilience Advocacy Project, Theatre Development Fund, The New York Women's Foundation, The New York Community Trust and scores of social good organizations based in NYC.

**Cause Effective is are looking for a dynamic graduate-level student to join our 10-member team to deepen our relationships with clients, heighten our performance in consulting engagements, and increase our reach and impact within NYC's nonprofit sphere.**

This position offers the Graduate Consulting Fellow an opportunity to:

- Make a difference among nonprofits serving a broad range of communities and missions in NYC
- Support a growing portfolio of client and funder portfolio work full of challenges and learning opportunities
- Work closely with experienced consultants to analyze and improve many aspects affecting the performance of New York's nonprofits
- Grow professionally in your knowledge and practice of organizational development and change consulting

### Key Responsibilities

The Graduate Consulting Fellow will work directly with Senior Consultants and the Program Manager to support Cause Effective's work with clients, in both individual and group settings. The direct goal of this support will be to enhance the efficiency and focus of the senior consultants' work. As a member of the Cause Effective team, they will keep consultancy work on schedule, assure materials are prepared—including owning pieces of the consulting scope—draft communications with clients, schedule meetings and trainings, assist consultants in measuring outcomes and enter them into Cause Effective's project tracking system.

The Graduate Fellow will work 20 hours per week, with an expectation of two 8-hour days and one 4-hour day in the office during the work week. There may be evenings where participation in trainings are required.

We ask that candidates be available and committed to joining Cause Effective for the academic year, starting early September and ending May 8<sup>th</sup>, 2020. With good performance, the Graduate Consulting Fellow may have the opportunity to continue their position through the summer as a paid position.

## **DESIRED SKILLS**

We are seeking a Graduate Consulting Fellow with the following skills:

- Program/Project Management
- Outstanding Written & Verbal Communication
- Well organized with attention to detail
- Ability to conceptualize consulting tools into concrete materials for clients
- Desire to learn and be mentored in Cause Effective's consulting practice and nonprofit management business model.

## **PERSONAL CHARACTERISTICS**

- Intelligent and persuasive; a curious problem solver who can both conceptualize and implement, and can initiate ideas and projects, not just respond to direction
- Self-starter
- An energetic, focused hard worker who is effective in a fast paced, pressured environment
- A collaborator with a sense of humor who likes to share information and ideas with colleagues

Cause Effective strives to reflect the diverse community we serve. Candidates who contribute to this diversity are strongly encouraged to apply. Cause Effective is an Equal Opportunity Employer.

## **COMPENSATION AND BENEFITS**

Cause Effective is committed to ensuring that the graduate students who work with us through our internship program have a comprehensive experience. The Graduate Fellowship involves benefits that will enhance academic and career growth such as: mentoring in consulting by senior consultants and the Executive Director, apprenticeship in impactful consulting work and programs, and assisting in the management of relationships with nonprofit leaders, foundation and corporate funders and business professionals.

As part of our commitment to furthering equity and inclusivity in nonprofit work, we are offering a \$5,000 stipend for the academic year internship, and we encourage fellows to seek external funding to supplement their stipend. We are also able to support in the acquiring of professional experience/academic credit for graduate degree programs.

## **CONTACT**

Please submit resume, cover letter and writing sample to Cause Effective's Program Manager, Janay Daniel, at [janay@causeeffective.org](mailto:janay@causeeffective.org), with Graduate Consulting Fellow in the subject line. Interviews will be scheduled on a rolling basis.