



Position Description

ASSOCIATE CONSULTANT

REPORTS TO (TITLE): General Manager

CATEGORY: Regular, Full-Time

APPROVED/REVISED: FINAL September 22, 2021

FLSA: Exempt

POSITION SUMMARY: This role provides critical support to the senior consulting teams and direct service to clients while building the firm’s marketing process capability.

THIS ROLE IS ACCOUNTABLE FOR:

- Project lifecycle management and client satisfaction
- Marketing administration and lead generation

Accountability/Responsibilities	% of Time
<p><i>Project lifecycle management and client satisfaction.</i></p> <ul style="list-style-type: none"> • Develop and maintain client engagement project plans. • Provide intelligence gathering support by coordinating surveys, conducting research, and conducting interviews at the direction of Consultants and Sr. Consultants. • Deliver client engagement support that results in high levels of consultant success and client satisfaction by providing meeting support and coordination, document preparation and distribution, and report production. • Maintain regular, appropriate communications with clients for purposes of project coordination, but in a manner that strengthens the client’s relationship with the firm. • Coordinate all business transaction processing in order to deliver timely and accurate time tracking, expense management, billing and invoicing. 	<p>90%</p>
<p><i>Marketing administration and lead generation.</i></p> <ul style="list-style-type: none"> • Develop and maintain an opportunities list of association events and sponsorship activities and track the firm’s participation. • Follow up with current and former clients on marketing activities to “nurture” relationships. • Identify and secure access to business databases and published lists for the identification of potential customers. • Scrub information to ensure the accuracy and completeness of acquired data. • Research speaking opportunities and coordinate details around engagement. • Coordinate consultant activities for outreach and promotion to identified prospects. • Import and manage data in the CRM. 	<p>10%</p>

Supervision

This role does not have supervisory or other work direction responsibility over other employees, but will provide work direction to Prouty interns.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's degree in business, finance or strategy or equivalent combination of experience, education, passion in strategic planning and leadership development. 1-3 years of experience preferred.
- Strong computer skills to include Microsoft Word, PowerPoint, Excel, Outlook, HubSpot, Zoom, Mural.
- Able and willing to work early mornings, late evenings, some weekends, and may travel occasionally.
- Analytical Skills – Ability to collect and analyze data, infer relationships among data points, draw sound conclusions, and formulate recommendations that address critical variables.
- Customer Service – Actively listen and engage to understand customer needs, proactively manage expectations, and honor commitments in a timely way.
- Detail Orientation – Ability to remain focused to achieve accuracy and thoroughness.
- Relationship Management – Ability to quickly establish trusting relationships and develop a rhythm of regular interaction to maintain an authentic connection that results in being top of mind when a need or opportunity arises.
- Workload Management – Ability to effectively manage multiple projects and deadlines while continuing to pay attention to details and output quality.
- Communications – The ability to express oneself well in both written and oral communications.
- Project Management – The ability to clearly understand objective, establish goals/milestones/deliverables, identify time and resources, and implement, monitor and evaluate a project.

CORE VALUES

Curiosity: We lead with questions and possibilities to co-create the best solution.

Adventure: We stretch our clients and ourselves to chart a course beyond comfort zones.

Generosity: We make the world a better place by contributing our time, talent, and treasure.

CORE FOCUS

Purpose: Ignite, Elevate, and Create the Extraordinary.

Our Niche: Strategic Planning and Leadership Development.

CORE TEAM COMPETENCIES

Empathy: The ability to communicate at the emotional level, understand emotions and emotional situations and be in tune with our own emotions and the emotions of others.

Initiative: Identify what needs to be done and doing it before being asked or before the situation requires it.

Adaptability: Openness and willingness to new ways of doing things, modify one’s preferred way of doing things.

Influence: The ability to help others see your way of thinking and change beliefs, decisions or actions as a result of one’s interactions.

Learner Mindset: Having an appetite for learning. It’s the ability and desire to draw connections, make interpretations and apply learnings to new contexts/situations every day.

Teamwork: The ability and desire to work cooperatively and collaboratively with others as “one team”.

ABOUT THE FIRM

The Prouty Project is an Eden Prairie based management consulting firm specializing in strategic planning and leadership development. Our team guides CEOs, executives and next-generation leaders to achieve extraordinary results every day, yet what makes us unique is in how we do that.

Since its founding in 1987, the firm’s client centered approach works to create a custom experience designed for its partners. Prouty Project team members create compelling and actionable solutions that deliver tangible results.

www.ProutyProject.com

To apply, please submit a cover letter and resume by October 7, 2021 to one of the following (email preferred):

Mail

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Eden Prairie, MN 55344

Email

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Fax

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The Prouty Project is an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.