

PROJECT CONSULTANT

Transform Consulting Group is seeking a team-oriented professional to provide research, writing, evaluation and project management support for a growing consulting firm. The Project Consultant will be involved in leading and supporting client projects. While the company's main office is in Wabash, Indiana, the selected candidate could work remotely within Central Indiana and travel as needed.

Essential Functions

- Develop evaluation methods (surveys, focus groups, and assessments) and manage data collection to support client evaluation, research and strategic planning projects;
- Support fund development projects for clients including the identification of potential funders and submission of grant proposals;
- Develop written reports and prepare presentations;
- Provide staff support to facilitate and lead client teams;
- Manage projects and tasks to ensure on-time/ in-budget project completion; and
- Establish and maintain relationships with clients and business leaders.

Education and Experience

- Master's Degree in Public Administration, Public Policy, Social Work, or related field.
- Three to five years of experience in education, social services, community development, or quantitative and/or qualitative research is preferred

Skills and Ability

- Thinks Big. Demonstration of innovative solutions to problems.
- Technologically Proficient. Skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook), Tableau, statistical software (SPSS, SAS), Google Apps and online cloud programs and platforms.
- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the causes, clients and industries we serve.

Salary/Benefits

Salary to commensurate with experience including a competitive benefits package with health, dental, vision, life and 401k plan. Opportunity to receive incentives.

To Apply

Interested applicants should submit cover letter, resume, salary history, and writing sample to admin@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.