

## PROJECT CONSULTANT

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**Job Summary:** 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 lead and support a portfolio of client projects. Our client accounts include non-profit organizations, government agencies, schools and foundations. The industries we work in include education, human services and health. 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
- Pull and analyze publicly available data to inform client programming and impact
- Develop written reports and prepare presentations that summarize data
- Support fund development projects for clients including the identification of potential funders, creation of fund development plans and submission of grant proposals
- Lead strategic planning processes following our framework
- Facilitate client meetings and trainings
- Manage projects and tasks to ensure on-time/ in-budget project completion
- Other duties as assigned

### Education and Experience

- Bachelor's Degree in Education, Economics, Business/Public Administration, Public Policy, Social Work, Political Science, or related field. Graduate degree preferred.
- Three to five years of experience in education, social services, community development, or quantitative and/or qualitative research is preferred

### Skills and Ability

- Understands, amplifies and expands the fair treatment, access, opportunity, and advancement for all people
- Experience using data to generate clear and effective recommendations
- Ability to translate "data speak" to external teams, such as program staff, marketing
- Experience using data visualization software, such as Tableau or Microsoft Power BI, to create visually appealing graphics, reports, and dashboards
- Takes the initiative to not only identify a problem but work to solve it
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications, Google apps and other basic data systems including internet navigation
- Must be willing to learn quickly and respond to changing environment



- Able to multitask, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized
- Must be excited about the causes, clients and industries we serve

**Salary/Benefits**

Salary is \$45,000 to \$55,000. Employee medical, dental, vision and life coverages are provided at no cost. A 401k plan with a match is also provided.

**To Apply**

Interested applicants should submit a cover letter, resume, and work sample to [a.lopez@transformconsultinggroup.com](mailto:a.lopez@transformconsultinggroup.com). Questions or inquiries may be submitted to this email address as well.

