

PROJECT CONSULTANT

Transform Consulting Group is a national, data-informed consulting firm that serves government agencies, nonprofits, philanthropy, and early education through higher education institutions. We are a group of strategists, analysts, project managers, and consultants who are focused on improving lives.

We help our clients solve complex challenges and drive meaningful change to transform organizations, communities, and lives. We provide our clients with hands-on, results-based tools. We use a systematic approach to collect, analyze, and visualize data in dashboards that inform progress. We walk our clients through steps to mobilize a collective approach to solve complex social challenges.

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.

While the company's main office is in Wabash, Indiana, the selected candidate would work remotely, preferably in the Midwest region.

Essential Functions

- 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
- 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
- Facilitate client meetings and trainings in person and virtually
- 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



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Skills and Ability

- Understands, amplifies, and expands fair treatment, access, opportunity, and advancement for all people
- Ability to communicate effectively, orally and in writing
- 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
- Experience using data to generate clear and effective recommendations
- Ability to translate "data speak" to external teams, such as program and marketing staff
- 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 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
- Experience using data visualization software, such as Tableau or Microsoft Power BI, to create visually appealing graphics, reports, and dashboards (preferred but not required)

Salary and Benefits

Salary is \$50,000 to \$60,000. Employee medical, dental, vision, and life insurance premiums are covered by TCG at no cost to employees. A 401k plan with a match is also provided. Additional benefits information is described [here](#).

To Apply

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



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