



Strategic Services Consultant

Position Summary

Are you interested in championing the work of nonprofits in Propel Nonprofits' service area? Propel is seeking a Strategic Services Consultant to join its team. The ideal candidate will be a mission-driven professional with interest in community development, advancing equity in the nonprofit sector and a commitment to the [mission, vision and values of Propel Nonprofits](#).

The Strategic Services Consultant assesses client needs, recommends a capacity-building approach, and delivers consulting services. The Strategic Services Consultant is involved in all steps of the consultative process from establishing relationships to working with clients to evaluation of impact. This role will focus on providing consulting services in at least two or more of the following areas of focus: financial planning, board governance, strategic planning, organizational development, and leadership transition. We are especially interested in candidates with financial planning (e.g., scenario planning, forecasting, etc.) and/or leadership transition experience.

The ideal candidate for the role of Strategic Services Consultant should be a well-rounded nonprofit professional with knowledge and experience of nonprofit financial management, governance structures, strategic thinking and planning, and organizational and leadership development.

We are looking for someone who can build relationships and work effectively in collaboration with diverse groups of people. This person must have a commitment to infusing a diversity, equity, and inclusion lens in work process and product.

Reports to: Strategic Services Director

Classification: Full-time, Exempt

Essential Job Functions

The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop relationships with prospective clients.
- Assess client needs using a combination of dialogue, active listening, and data analysis.



- Recommend an approach to meet client needs that may include other team members and/or external partners.
- Create proposals to meet client needs that will become a client agreement, outlining goals, process, deliverables, timelines, and any fees for consultation.
- Deliver consulting services, training, and/or engage and lead team to meet client and project needs.
- Actively engage in project management, clearly communicating progress and addressing issues or redefining scope as needed.
- For fee-based projects, ensure accuracy in client billings.
- Participate in gathering information on client satisfaction as well as evaluation of impact.
- Stay abreast of trends impacting our work and make recommendations for new or updated products, services, or training.
- Build collaborative relationships within the Strategic Services team, the organization, and the community.
- Participate in setting and meeting individual, team, and organizational goals.
- Gather and enter data for program outputs, impact, and information management.

Required Skills, Abilities and Attributes for the Strategic Services Consultant role include:

- Previous experience developing budgets, multi-year forecasts, and/or financial scenarios.
- Willingness and ability to learn and adapt approach to best meet client needs.
- Bachelor's degree or 3+ years of experience in a nonprofit management role.
- Excellent communication skills.
- Successful facilitator and mediator who can help build consensus.
- Creative self-starter with a proven track record developing and delivering cost effective and sustainable solutions for clients.
- Effective project manager that can keep groups focused on common goals and delivering timeline.
- Proficient with technology.
- Able to travel independently around the Twin Cities and the state of Minnesota.

Preferred Skills, Abilities and Attributes for the Strategic Services Consultant role includes:

- At least 1+ years of previous experience as a consultant.
- 3+ years of experience in a nonprofit leadership role.



- At least 1+ years of experience serving on a board of directors.

We offer excellent compensation and benefits, including:

- Annual salary range of \$69,000- \$81,000 per year depending on experience with opportunities for advancement
- 32 PTO days per calendar year (prorated your first year)
- 12 personal holidays per calendar year (prorated your first year)
- Flexible work schedule in a hybrid work environment
- Health insurance
- Dental insurance
- Health savings account
- Health and dependent care flexible spending accounts
- Basic and supplemental term life insurance
- Long-term disability insurance
- Short-term disability insurance
- Other voluntary insurance benefits
- 403(b) retirement plan with employer contribution

Accommodations

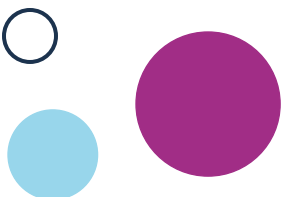
We recognize that qualified applicants will include a range of people who will each require different support to be successful. Propel operates in a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

If this role sounds like your ideal position, we would love to hear from you! Interested candidates should send a cover letter and resume by **Friday, March 14, 2025**, to hiring@propelnonprofits.org.

Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) Contact Kathy Knipp at kknipp@propelnonprofits.org to schedule.



About Propel Nonprofits

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions, including the ability to link strategy, governance, and finance to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Non-profits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 35-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.

