

## JOB POSTING

### Associate

**Lipton Strategies is a LGBT-owned, dynamic consulting firm dedicated to repairing the world.** We work at the intersection of philanthropy, public affairs, and social impact to support organizations going through a period of strategic growth. Like many consulting firms, we can help you successfully launch a campaign, strategic plan, or new program. Unlike many consulting firms, we take a holistic and visionary approach that looks beyond the task at hand. By digging deeper, we unearth valuable opportunities, identify obstacles to avoid and help chart a clear, achievable path to success.

### JOB DESCRIPTION

Lipton Strategies seeks a full-time Associate to join our growing team and support our team members with project management and client deliverables.

The right candidate will have a working knowledge of the nonprofit sector, ideally with experience in a development role. This role has opportunity for growth and a successful candidate should embrace an entrepreneurial mindset and be comfortable working both on their own and as a member of a team.

### QUALIFICATIONS

The ideal candidate will possess the following qualifications. Candidates who meet the majority of qualifications should apply:

- Bachelor's Degree
- 2+ years of work experience, ideally in nonprofit sector
- Strong preference for a candidate with development coordinator experience
- Motivated self-starter who performs well with minimal day-to-day oversight and ability to prioritize competing deadlines
- Experience working with Microsoft Office (including spreadsheets), task management software, and CRM databases
- Strong attention to detail with the ability to track and analyze data
- Excellent written and oral communication skills
- Ability to work with different personalities
- Comfortable working in a start-up, fast-paced environment

## **RESPONSIBILITIES**

Day to day responsibilities will for the position will fluctuate to meet the evolving needs of the firm and may include:

- Simultaneous coordination of tasks and deliverables across multiple clients and project management
- Conceptualize and help draft written materials to support clients' goals including strategy and prospective donor memos, internal documents, reports, PowerPoint decks, and proposals
- Support assigned consultants with development of deliverables for clients including
- Help drive internal project team and client-facing meetings
- Assist consultants with tracking client donor engagement including cultivation, stewardship, and solicitation
- Administrative support including scheduling, and expense management
- Perform other duties as assigned

## **SALARY + BENEFITS**

This is a full-time, non-exempt position with a starting pay range of \$50,000-\$55,000 dependent on experience and qualifications. Benefits include a generous leave policy, monthly mobile device reimbursement, and health insurance stipend.

## **HOW TO APPLY**

To apply please send a resume and cover letter as one combined document to [hello@liptonstrategies.com](mailto:hello@liptonstrategies.com). We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

Lipton Strategies is a LGBT-owned, boutique consulting practice. We encourage all applicants to apply and seek to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity or expression, disability, and military service.