



Support Center, a nonprofit capacity building organization, is expanding our team of affiliate consultants. Support Center's community of practice supports and respects the work, perspectives and approaches of a variety of individuals, while emphasizing a unified approach built upon years of experience and learning in nonprofit leadership, management and capacity building.

## About Support Center

Support Center's mission is to empower nonprofits and social enterprises to transform their leadership and management and accelerate positive social change. Our services include Change Consulting, Executive Search and Transition Management, and Professional Development. Support Center is committed to working with nonprofits of all sizes and at all stages of their development. Our **affiliate consultant model** allows us to draw upon a deep and experienced bench of professionals with broad nonprofit leadership, management and industry expertise.

Founded in 1971 as the Support Centers of America, Support Center became an independent 501(c)(3) in 1997 and has largely served nonprofit organizations in the tristate area. In 2012, Support Center merged with Partnership in Philanthropy, a New Jersey-based capacity building firm specializing in fundraising, and greatly expanded its support of the New Jersey nonprofit community. Support Center has a core staff of 8, 15 affiliate consultants and 50+ facilitators.

## Our Range of Services and Partnerships

With offices in the Financial District of Manhattan (32 Old Slip) and Newark, NJ, Support Center provides more than 80 public workshops annually on a range of topics including leadership and supervision, financial management, fundraising, marketing and communications, board effectiveness and many more. On-location customized trainings are also offered for organizations wishing to integrate learning and team building. In 2017 we engaged 926 unique organizations through hands-on services, workshops and convenings; provided hands-on services to 80 organizations across the tri-state area, upstate NY and beyond and created multiple communities of practice focusing on HR issues, governance and social enterprise development. We also continued our commitment to encouraging sector-wide collaboration through our involvement with the Ahead of the Curve Working Group, a collaborative of 17 peer organizations dedicated to strengthening other nonprofits through advocacy and capacity building, and continued to support national capacity building efforts through our involvement in The Alliance for Nonprofit Management.

## Our Team

Support Center's eight-member core team is led by Keith Timko, ED & CEO, who joined Support Center in 2014. Support Center's diverse, 18-member board includes leaders and professionals working in philanthropy, financial services, academia, law, accounting, and nonprofit and social enterprise management.

Our 15-member affiliate consultant team includes professionals from the nonprofit, philanthropic and corporate worlds, both generalists and specialists, with the depth and breadth of knowledge to support the wide-ranging leadership, management and financial needs of our nonprofit clients.

## Affiliate Consultant Community of Practice

Our **Community of Practice** offers a supportive environment that includes quarterly affiliate consultant meetings, online resources and knowledge sharing, peer training, free access to Support Center workshops, and the support and guidance of Support Center leadership and staff.

### Affiliate Consultant Profile

Successful candidates will have at least five years of consulting and/or capacity building experience as part of an organization or consulting firm or as an independent consultant. Experience with business development, fostering client relationships, contracting and managing consulting projects is strongly preferred.

Support Center is looking to bring on affiliate consultants who could work as project leads and/or as part of a team with clients on engagements covering:

- HR and leadership development
- Board governance
- Executive transition and succession planning
- Strategic planning
- Executive coaching
- Finance and organizational/business development

### The ideal candidate will have:

- Hands-on nonprofit management and leadership experience
- Project management skills and experience coaching individuals and teams to successful outcomes
- Strong facilitation skills and ability to shape and lead discussion, keep clients on track, and generate productive outcomes
- Experience in a consulting role, as demonstrated by work and/or training (e.g., client referrals, Peter Block's Flawless Consulting program or similar)
- Excellent written and verbal communication skills
- Fluency with tech and online collaboration tools (MS Office programs, Gmail, Google Drive, Basecamp, etc.)
- Good judgment, humility, and a commitment to positive, lasting client outcomes



The ideal candidate will be:

- Aligned with Support Center's philosophy, approach and process, and ready to bring their own unique perspectives and experiences to engagements
- Skilled at balancing theory and practice and open to learning
- Able and willing to work as part of a team with other Support Center affiliate consultants and staff
- Adaptable, flexible, and joyful in their work
- Aligned with Support Center's values:
  - *Proactive:* We anticipate and focus on internal and external changes that affect the capacity of our nonprofit and philanthropic organizations to fulfill their missions.
  - *Collaborative:* We work as a team within Support Center and in partnership with the organizations we serve and our communities at large.
  - *Integrated:* We have a holistic view of organizations where various capacities (e.g., executive transition, governance and finance) are interconnected.
  - *Efficient:* We assist in developing appropriate and sustainable solutions that achieve effective outcomes, minimize waste and maximize resources for nonprofits and grantmakers.
  - *Accountable:* We uphold the highest ethical standards and model the processes we recommend.
  - *Respectful:* We are sensitive to the diverse backgrounds, perspectives, strengths and various stages of organizational development.
  - *Continually learning:* we value continuous feedback and evaluate data to adjust and adapt to changing circumstances. We listen to and learn from the nonprofit community and reflect this in our work.

Please submit a cover letter and resume to [recruiting@supportcenteronline.org](mailto:recruiting@supportcenteronline.org) by June 30, 2018. Applications will be considered on a rolling basis.

As an equal opportunity employer, Support Center encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.

