



Senior Consultant Job Description

October 29, 2018

Ostara Mission, Vision and Values

Our mission is to build fundraising skills, organizational capacity, and effective leadership in the nonprofit sector. Our vision is a nonprofit sector filled with thriving organizations equipped to build a better world. As experienced nonprofit professionals ourselves, we are mission-driven and service-oriented. Our values deeply influence how we work and the services we provide:

Community

We are connected to our community. Empathy and compassion are fundamental to our work. We truly care about you and the people you serve.

Quality

We are deeply committed to our clients and their work. Client service is paramount to everything we do. We strive to make a lasting and positive impact in your organization.

Integrity

We value transparency and authenticity. We always tell you the truth, with sincerity and respect.

Leadership

We advocate for leadership that works for the greater good. The principles of social justice and equity guide our work.

Possibility

We foster an entrepreneurial spirit and act creatively to overcome challenges in your organization. We see obstacles as opportunities to improve your systems and achieve your goals.



About the Ostara Group

The Ostara Group is a full-service fundraising and strategic consulting firm based in Seattle. Founded in 2009, our goal is to help nonprofit organizations navigate complex fundraising and sustainability issues, address day-to-day challenges and bring their work and impact to new heights. We are fundraisers, coaches and leaders with decades on the front lines of organizations in every nonprofit sector. As a team, we value hard work, an entrepreneurial spirit, integrity and authenticity. We also value connection to our team and our community. We work, play, volunteer and celebrate together.

Our expertise includes development program analysis, strategic and tactical development planning, interim development leadership and management, grants strategy and execution, capital campaign strategy and support, board development, events strategy and execution and strategic planning. In the past eight years, Ostara has built custom solutions for more than 230 organizations in the Pacific Northwest and beyond, spanning every type of mission, vision and organizational business model.

Current and former clients include Childhaven, Habitat for Humanity Seattle-King County, the University District Food Bank, City Year Seattle/King County, the University of Washington (multiple departments and units), Seattle Repertory Theatre, ACT Theatre, the Alliance for Education, Rainier Valley Corps, the Mustard Seed Project, MOHAI, West Seattle Helpline, AtWork!, Cancer Lifeline, Women's Funding Alliance, Spark Northwest, Seattle Public Library Foundation, WithinReach, Team Read and Tasveer.

The Ostara Group's consultants have extensive experience in nonprofit leadership and fundraising, and come from a variety of fields. Our consultants frequently work in teams to provide the right balance of expertise, experience, and seniority for each client. Over time, each consultant has opportunities to work with and gain knowledge from every other consultant on our staff.

Ostara is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information or any other characteristics protected under law.

The Senior Consultant Position

The Ostara Group seeks a Senior Consultant to participate in, lead, and manage projects with a wide variety of nonprofit organization clients. We are specifically looking for someone who can play a leadership role in Ostara's grants service line in terms of both client-facing work and business development. This person will report directly to the Director of Grant Services, Brittany Kirk, and will:

1. Lead grant-related consulting projects

Ostara's customized approach to grantseeking is tailored to each client so specific responsibilities will vary, but will usually include some combination of grant prospect research, grant strategy, budget development, grant writing, and grant reporting. This is a writing-intensive position, and a successful applicant will have demonstrated success as a grantwriter and fundraiser. The consultant will frequently support nonprofit staff, volunteers, and other Ostara personnel in writing and submitting grant applications, LOIs, reports, and attachments. Applicant must be skilled to conduct thorough and strategic research on prospective grant funders, and organize information in easy to use formats for clients. In all projects, the consultant will provide expert advice on all grant-related pursuits including but not limited to presentation of financial data, program evaluation, goal-setting, strategic planning, program design, and more. This may include supplying high-impact recommendations that contribute to the strategic goals of the client organization, or contributing to various strategy and tactical planning documents to guide fundraising process and track fundraising progress.

Our dynamic team-based approach is designed to support a fast-paced work environment that requires attention to detail, flexibility, and ability to problem-solve on the go. The Senior Consultant will work with multiple clients and team members, in project lead and supporting roles, at any given time. We expect all consultants to manage each project to success, including completion of deliverables. The ideal candidate will be a capable and inspiring manager of people, systems, and processes. We will assess your ability to maintain excellent communication with clients, ensuring their satisfaction with progress and final results. Successful applicants will be highly independent, self-motivated fundraisers with substantial experience in project management and research. Superior writing, grammar, and editing skills are mandatory, as well as the ability to maintain confidentiality while handling sensitive and private information. Applicant must also demonstrate a willingness to work in multiple locations, often at the offices of multiple clients and remotely, as well as impeccable scheduling and time management skills.

2. Lead business development for Ostara's grants service line

This person will support the work of the grants service line by identifying and cultivating potential clients with support from the Director of Grants Services and Director of Community Engagement. We are looking for someone who can artfully communicate Ostara's competitive advantage and usher potential customers through the process of exploration, scoping, and closing contracts. The successful candidate will be people-oriented and able to sell the strategic work that we do, while still catering to the needs of each unique client. This consultant will also write and edit business proposals in response to inquiries by prospective clients. To help grow the grants service line over time, this person will cultivate and steward connections and relationships with staff and board leaders of past, current, and potential clients; develop, market, and teach workshops or presentations in their areas of expertise when opportunities arise at conferences or events; and/or generate content for Ostara's online engagement of the nonprofit sector.

3. Support the Director of Grant Services in planning for continued growth of the grants service line

This is a senior-level position, and will play a role in helping the Director of Grant Services assess team strengths and weaknesses, identify opportunities for growth, and plan for the future. There may be opportunities to move into a management role as the service line continues to grow; that movement will be dependent upon the Senior Consultant's aptitude and willingness for personal and professional growth, and upon company priorities. Mentor, support, and otherwise contribute to the success of all team members, amplifying their talents for the benefit of the individual, the company, and our client organizations

4. Contribute to Ostara's company strategies as a member of the Senior Team

As a member of our senior leadership team, the Senior Consultant will participate actively and regularly in internal meetings, events, workgroups, task forces, and group trainings. We expect all members of the senior team to transfer expertise, insight and knowledge from one client engagement to the next, and to the rest of the Ostara team. We expect the Senior Consultant to stay aware of conventional and emerging trends and best practices in fundraising and nonprofit management. The person in this position may also participate in strategic planning for the long-term health of the company.

5. Contribute to other non-grant-related consulting projects

While most of this consultant's work will focus on providing hands-on grantwriting services and high-level grant strategy for nonprofit clients, we expect all Senior Consultants to have the ability and interest to work across service lines. Over time, this

person may have the opportunity to participate in other types of projects including but not limited to strategic planning, development planning and assessment, campaign planning and counsel, and etc. Any skills in these non-grant areas are a bonus in this hiring process.

Required Skills and Qualifications

- Seven to ten years of experience in nonprofit fundraising, including a minimum of three to five years of experience specifically in grant writing and reporting
- Demonstrated success writing grant applications for small to mid-sized nonprofit organizations
- Ability to write in a compelling and precise manner, even about topics with which you are not immediately familiar
- Paramount attention to detail in all aspects of writing, editing, timelines, targeting grant eligibility and guidelines, and assessing impact, financial, and strategic information as it relates to grant work
- Experience with and passion for research and organizing information
- Desire to drive projects independently as well as closely collaborate on projects, depending on the circumstances
- Sophisticated project management skills and the ability to juggle multiple tasks and responsibilities with ease, forethought, and accuracy
- Critical thinker with strong patience, curiosity, and problem-solving skills
- Exceptional organizational skills, including the ability to be punctual, consistently set and meet deadlines, and coach clients in building their time-management skills
- Exceptional interpersonal and communication skills with individuals and groups of varying size
- Poise and professionalism, and the ability to maintain a calm, positive attitude when facing unexpected circumstances, complications, or challenges
- Ability to communicate directly and assertively while still being respectful of differences in opinion, culture, or work styles.
- Willingness to solicit and utilize constructive criticism and guidance from both Ostaro colleagues and clients regarding writing style, technique, and voice
- An understanding of philanthropic culture or specific grant funders in the Northwest
- Creativity, an entrepreneurial spirit, and flexibility
- Strong familiarity with Word and Excel

Preferred Skills and Qualifications

- Experience in a consulting setting; in the absence of relevant consulting experience, candidates must have strong aptitude for learning new systems and work styles
- Expertise in a specific niche related to grantseeking including but not limited to campaign grants, nonprofit finances, program evaluation, federal grantseeking, and etc.
- Expertise in an element of fundraising management outside of grants, such as campaigns, strategic planning, development plans, case statements, development assessments, or board governance
- Experience working with diverse communities
- Familiarity with Salesforce, Adobe, Google Docs, Dropbox, and fundraising CRM databases

Compensation

Ostara works hard to build and preserve a warm and supportive culture. This position is a full-time, position, with a salary range of \$70,000-\$90,000. This position is eligible for health insurance, PTO, an annual professional development stipend.

How to Apply

To apply, please send a cover letter, resume, and three writing samples to Brittany Kirk, Director of Grant Services, brittany@ostaragroup.com.

This position will be open until filled. We expect the start date for this position will be Monday, February 4, 2019.

We plan to conduct interviews in November and December. As part of this application process, you can also expect to complete a timed exercise that assesses your writing and critical thinking skills.