



## Open Position: Consultant/Engagement Manager, Open Impact

**Full-time, Non Exempt**

October 26, 2022

Apply [here](#)

*We will accept applications on a rolling basis until the position is filled.*

**Open Impact is looking for a Consultant/Engagement Manager to join us in the next phase of growth and impact for our firm. This is an opportunity for a seasoned consultant to shape the giving and deepen the impact of some of the most generous philanthropists.**

### **The Opportunity**

Open Impact is looking for a dynamic consultant eager to join our team in the next phase of growth and impact for our firm as we support clients, develop innovative projects, and deepen our offerings toward equity and justice.

There is a growing network of extraordinarily wealthy and influential philanthropists that seek to focus their legacy on helping create transformation and healing for our world—and are seeking assistance in realizing this task. Most philanthropic actors are struggling to respond as the complexity of social change in this moment expands to grapple with external factors of systems and equity as well as internal ones of strategy and governance. The world needs philanthropists to be part of the solution, managing, growing, and redeploying their capital in ways that heal our world.

Open Impact is positioned to meet this moment if we move forward with intentionality and augment our capabilities. As trusted advisors through these challenges, we are known for meeting families and donors where they are in their journey, and helping them imagine their role in addressing systemic challenges. In doing so, we keep legacy in mind, helping to accelerate the deployment of their capital more strategically and at scale while also developing their capabilities to do more impactful work. We help strengthen the field by developing and sharing new insights and innovations for accelerating donors and improving their practices.

### **About Open Impact**

Open Impact makes philanthropy simpler and more meaningful for private donors, foundations, and networks who are committed to the repair and healing of our planet and its people. Drawing from our firm's rich pool of client engagements, our team's breadth of experience gives us unique insights into the challenges and opportunities of impactful philanthropy. As a women-founded and led Certified B Corporation based in California's Bay Area, we support a more inclusive and sustainable world through the impact of our 100+ client engagements to date and our internal practices.

Our name, Open Impact, seeks to capture our foundational values: impact and openness. We are single-minded in our pursuit of impact for the clients and issues we serve. And we are open about the many approaches that making an impact can take. Our role is to act as guides, translators, trusted counselors, and catalysts to help our clients clarify their purpose toward creating greater impact in the world.

- **Core Belief and Vision**

We believe that wealthy families have an opportunity to build a more just, resilient, and equitable world by how they grow, align, and deploy their assets. We envision a growing global community, that we are a part of, that is actively reimagining philanthropy's role and deploying its capital and influence in ways that repair and heal our planet and its people.

- **Mission and Our Role**

Open Impact innovates and scales up practices and solutions that equip philanthropists to be exceptional partners for change.

## **Key Responsibilities**

Consultants/Engagement Managers oversee client projects to ensure high-quality implementation to meet client needs. As we are a lean and nimble firm, team make-up can shift based on the project, but each client team typically includes two to three team members, including a partner, engagement manager, and analyst. Key responsibilities include:

**1. Client service:** Managing client engagements to successful completion, including ongoing problem solving, meeting facilitation, and overseeing final deliverables

- Supporting development of proposals, scopes of work, and budgets as needed
- Leading day-to-day execution of a portfolio of consulting projects, which entails:
  - Project management:
    - Develop project work plans, timelines, and deliverables, and manage firm resources accordingly
    - Coordinate client-facing team, including managing any outside contractors and supporting effective partner/director engagement
    - Upon completion, fully close out project, including leading internal codification, debrief/lessons learned, and knowledge transfer
  - Product management:
    - Design interim and final deliverables and manage client-facing team to successful development
    - Manage and support analyst to gather and analyze information, formulate and test hypotheses, and conduct any other quantitative and qualitative research on a variety of issues
  - Client management:

- Act as main point of contact for client throughout the project; support design and facilitation of client meetings/workshops
- Develop and deepen client relationships—diagnose and prioritize client challenges and design effective solutions that meet client needs and leverage the firm’s range of tools and approaches

## 2. Internal projects and thought leadership:

- Lead at least one internal project to strengthen the firm in areas such as systems, knowledge management, communications, or marketing
- Support advancing external thought leadership and internal learning by identifying patterns within firm work and connections to industry trends

## Qualifications

- Five+ years of relevant project management or consulting experience
- Knowledge of, or demonstrated interest in, the social sector (including philanthropic, nonprofit, or impact investing fields)
- Demonstrated knowledge of how to guide strategic conversations based on strong and rigorous analysis and data to get to deeper insights
- Exceptional interpersonal skills, including the ability to engage and steward a wide variety of stakeholders
- Strong project management capacity, particularly in dynamic and remote environments, with particular attention to developing and leading strong process design
- Demonstrated ability to write clearly, succinctly, with a strong attention to detail, and aligned to the sensibilities and language of the target audience
- Exceptional analytical and problem-solving skills
- Skilled in presentation development and design (e.g., PowerPoint)
- Willingness to travel occasionally

## Additional Attributes

Open Impact is a close-knit environment where shared values are very important. As a growing firm, we also welcome learning and are open to new and different approaches. Successful candidates should exemplify the following:

- Commitment to diversity, equity and inclusion. Passionate about helping deepen the culture and strategy of the firm with a priority of advancing this internally and in our project work.
- Strong Communicator. Believes in the importance of communicating early and often and creates mechanisms for doing so.
- Collaborative yet independent. Collaborative with experience flexibly supporting and leading teams, while also being comfortable working independently and being resourceful and accountable. Highly adaptable and humble in work style and approach.

- High integrity. Impeccable reputation for integrity and judgment; models ethics and trustworthiness in all actions. Able to maintain confidentiality and discretion. Able to establish and maintain credibility and trust.

### **Location and Travel**

Open Impact is a remote-first hybrid workplace. The team meets in-person regularly (up to eight days per month) in Burlingame, San Mateo, or San Francisco, and this role requires occasional travel to client sites (within the Bay Area or nationally). Staff must be fully vaccinated, or have a medical or religious exemption, and follow our COVID safety policy. We are open to a more fully virtual working arrangement depending on where the individual is located.

### **Compensation**

The targeted total compensation range, including bonus, is \$120,000 to \$140,000 for this position depending on experience level and location. In addition, Open Impact offers a comprehensive benefits package for full-time staff that includes fully paid health insurance (medical, dental, and vision), five weeks of paid time off, ten paid holidays, short-term and long-term disability insurance, life insurance, commuter benefits, a retirement plan, and reimbursement for work-from-home expenses. Open Impact prioritizes professional development for all staff and strives to offer flexibility for working parents and caregivers.

Open Impact is an equal opportunity employer. We are committed to building a diverse team and strongly encourage BIPOC, women, nonbinary people, LGBTQIA+ people, persons with disabilities, veterans, and persons from other underrepresented groups to apply.

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