



BETTER STRATEGIES.
BETTER LEADERS.
BETTER ORGANIZATIONS.

Organizational Performance Group Senior Associate

About the Firm

OPG is an organizational development, management, and leadership consulting firm that believes people and their ability to work together are critical to the success of organizations – we believe that organizations that inspire and empower their employees have a competitive advantage.

We help our clients achieve their best by aligning people and processes in support of a shared vision. OPG works closely with its clients, developing long-lasting relationships, as we work together to implement customized organizational development services. Our clients are from all sectors of the economy: from well-established companies to entrepreneurial businesses; from government organizations to educational institutions; from nonprofit agencies to religious denominations.

About the Position

The ideal candidate is a seasoned executive whose career has included bottom line responsibility and management of a team, as well as management consulting, executive coaching, or training experience. He or she is comfortable and dynamic in front of a group and can effectively teach topics such as team building and group decision making to teams made up of high-level executives or entry-level staff. The ideal candidate is familiar with organizational development concepts and is well-read on management and leadership topics such as change management, performance management, and strategic planning. He or she brings intellectual zing and charismatic gravitas to every endeavor, and is comfortable working in a small team for a fast-paced, growing firm. The Senior Associate is a client project leader and rainmaker.

Responsibilities

Client Services

- Provide strategic planning, executive coaching, team building, facilitation, and other organizational development services to clients at the expert level
- Present information to groups ranging in size from 6 to over 100 people
- Identify issues and form hypotheses; perform organizational diagnoses
- Formulate and implement recommendations and solutions for client organizations

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- Run focus groups and facilitate workshops
- Carry out or oversee research and data collection as needed for projects

Marketing/Outreach

- Reach out to potential clients on international, national, state, and local levels
- Coordinate, attend, and lead effective and productive sales calls and meetings with current and potential clients
- Prepare winning proposals

Project Management

- Manage projects and programs, including leading and managing those within a project team, such as analysts and support staff
- Plan, organize, lead, and complete projects
- Ensure the client receives the assistance needed to implement recommendations and solutions
- Maintain the leadership role in the management of the client relationship
- Successfully handle multiple projects at the same time

Organizational Citizenship

- Mentor junior associates
- Participate in administrative and marketing aspects of the firm as needed
- Travel for client consultations; this requirement may include domestic or international overnight travel; average travel is 4-5 nights/month
- Must be flexible in hours and be available on some evenings and weekends; this is not a 9-5 job

Requirements

- Master's Degree preferably in organizational development or a closely related field; expertise and theoretical grounding in coaching and strategic planning
- Experience in a significant role in an organization in order to bring first-hand management and leadership experience to OPG's clients
- Entrepreneurial attitude appropriate to a small and growing firm
- Experience in building strategic relationships
- Strong oral and written communication skills, computer literate with word processing, PowerPoint, and Excel
- Advanced document formatting skills
- Demonstrated ability to work successfully in a team environment, collaboratively with colleagues
- Ability to develop good conceptual ideas into practical applications
- Ability to independently meet schedules and deadlines
- Common sense and high emotional intelligence (interpersonally adept)



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- Superb customer service orientation
- Is a life-long learner
- Works collaboratively at building internal staff capacity
- Ability to effectively present information to individuals at all levels of the organization
- Ability to interact with clients from the C-suite to the front lines
- Ability to move into the role of Partner within 5-8 years of joining the firm

Compensation Package

The Senior Associate position is a full-time staff position. Compensation and benefits include a generous base salary, enrollment in a 401k (after one year), health and dental insurance, self-managed paid time off, bonuses, as well as other outstanding benefits and perks. There is potential for upward mobility in our rapidly growing firm.

Review of resumes is ongoing and the position will be open until filled. Qualified candidates will be contacted for an interview. No unsolicited phone calls, please. We appreciate your interest in working for OPG.