



Community Wealth Ventures, Inc.
Associate
Job Description

Community Wealth Ventures (CWV) is a leading management consulting firm that emboldens and equips leadership teams to innovate, grow and sustain organizations that build a better world. CWV offers strategy and implementation services to nonprofit organizations and philanthropic foundations. CWV partners with its clients to design and implement innovative approaches to growth and sustainability. CWV supports nonprofit sustainability through a variety of strategies, with core expertise in social enterprise and social franchising. CWV's collaborative approach to consulting focuses on equipping leadership teams with the skills needed to execute the strategy.

CWV is a wholly-owned, for-profit subsidiary of Share Our Strength, a leading anti-hunger and anti-poverty organization. Profits generated from CWV's consulting services support Share Our Strength's anti-hunger mission. CWV is based in Washington, DC but serves clients across the country.

Position Summary:

The Associate plays an integral role on client project teams by conducting primary and secondary research and analysis. The Associate also supports project teams by developing client deliverables and monitoring budgets. The Associate helps develop solutions for a broad spectrum of client issues, such as marketing, operations, finance, management & personnel. The Associate also contributes to carrying out firm-wide responsibilities and/or administrative tasks, as needed.

Responsibilities:

- Conducting primary and secondary market research and analysis as part of client project teams
- Developing key findings and strategic insights from research for project managers and clients
- Assisting project managers with development of client deliverables
- Presenting select research findings to clients
- Managing administrative tasks associated with client projects
- Supporting management team in the sales process by conducting research on prospective clients and contributing to the proposal development process
- Managing and completing additional firm responsibilities and administrative tasks as needed

Qualifications:

- Bachelor's degree
- 1-3 years related professional work experience
- Excellent primary and secondary research skills
- Excellent writing, public speaking, and presentation skills
- Proficient in working with Microsoft Word, PowerPoint, and Excel
- Ability to take ownership of projects
- Ability to handle multiple projects at once
- Collegial and collaborative in working with co-workers
- Demonstrated commitment to social change
- Optimistic, energetic and passionate

Salary and Benefits:

Salary is commensurate with experience. Community Wealth Ventures offers a comprehensive benefits package, including life insurance, health and dental insurance, long-term disability, short-term disability, 401K, commuter benefits and flexible spending accounts. Additionally, Community Wealth Ventures generously offers three weeks paid vacation, eight sick days and four personal days per calendar year.

To Apply:

Please send resume, cover letter (including where you saw this posting) and brief writing sample to:
jobs@communitywealth.com.

Community Wealth Ventures is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. CWV does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. CWV is committed to creating a dynamic work environment that values team work, collaboration, creativity, and diversity.