

TITLE: Cross-Systems Consulting Associate

SUPERVISOR: Executive Vice President, Cross-Systems Consulting

PURPOSE: The Associate plays a critical role in the success of the Cross-Systems Consulting Unit by coordinating and supporting a range of key team and cross-unit functions. The Associate will manage program logistics, technical and project support services, coordinating priority initiatives and executing routine delivery of services to clients. This role is responsible for ensuring the highest quality preparation, execution and follow-through of the unit's client engagements and project deliverables, including research, analysis, and preparation of written deliverables. The Associate also helps the unit document, manage, and learn from information across clients, initiatives, and projects, to facilitate client satisfaction and overall project advancement. This position maintains a broad perspective of consulting unit needs and support provided to Cross-Systems Consulting clients and consultants as they work to create greater opportunities and outcomes for young people.

SALARY:

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this hybrid position is targeted between \$36,400 –\$50,000 based upon knowledge, skills, experience, and geographic location, with a comprehensive benefits package.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum is working to advance racial equity in youth serving systems, bridging that work with our internal Diversity, Equity, and Inclusion initiatives. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit www.forumfyi.org.

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.

- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You’re able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can’t wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, a determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

Qualifications

- Bachelor’s degree required.
- At least 3 years of relevant experience in project management and/or client services.
- Strong organizational and project management skills.
- Exceptional written and oral communication skills; comfortable speaking to, and writing for, a wide variety of audiences.
- Strong Microsoft Office skills.
- An analytical thinker who is comfortable working with data of all kinds.

- Ability to work independently and as a team player; and to manage a wide variety of tasks and projects simultaneously.
- Ability to develop creative solutions, individually and as part of a group.
- Experience in managing relationships and work teams is essential.
- Familiarity with the field(s) of youth development, education, or community change strongly preferred.
- Deep commitment to, and enthusiasm for, the Forum’s mission, and the ability to share that commitment and enthusiasm with others.

Working Environment

This is a hybrid role based in Washington DC. Schedule will be developed in collaboration with supervisor. Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Occasional travel is expected for in-person team meetings and client/partner meetings (estimated 10-20% time).

This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time.

How to Apply

Please send resume and cover letter with salary requirements to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.