

BUSINESS DEVELOPMENT COORDINATOR

Transform Consulting Group (TCG) is a national, data-informed consulting firm that serves government agencies, nonprofits, philanthropy, and early education through higher education institutions. We are a group of strategists, analysts, project managers, and consultants who are focused on improving lives.

We help our clients solve complex challenges and drive meaningful change to transform organizations, communities, and lives. We provide our clients with hands-on, results-based tools. We use a systematic approach to collect, analyze, and visualize data in dashboards that inform progress. We walk our clients through steps to mobilize a collective approach to solve complex social challenges.

Transform Consulting Group is seeking a team-oriented professional to serve as Business Development Coordinator to provide business development, proposal writing, and prospective client relations support for a consulting firm that serves nonprofits and government.

While the company's main office is in Wabash, Indiana, the selected candidate would work remotely, preferably in the Midwest region, with some travel required.

Essential Functions

- Provide leadership for TCG's business development efforts
- Search for Requests for Proposals (RFPs), and identify which ones are appropriate for TCG to bid on
- Meet with prospective clients (most via Zoom and phone; some in person) to understand their needs and explain how TCG's solutions can help them accomplish their goals
- Develop project proposals with clear scopes of work, sound budgets, and effective descriptions of TCG's experience and expertise
- Proactively engage and follow up with past clients and warm leads who could be prospective clients to share information about how TCG can help meet their current and future goals
- Research and identify new leads who could be prospective clients, and reach out to these cold leads
- Provide presentations to prospective clients, including overviews of TCG's services and past work, explanations of proposed scopes of work, and descriptions of why TCG is the best partner to meet their organization's needs
- Support the onboarding process for new client projects, including identifying staff for new projects based on team workloads and expertise, as well as orienting project staff to the context of the new project and history with the client
- Provide project management and data entry support related to business development, and identify areas for operational improvement, including developing and revising standard operating procedures and templates



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- Support leadership team in analyzing data related to business development, and recommend new or revised business development strategies
- Manage time to complete responsibilities and tasks efficiently
- Other duties as assigned

Education and Experience

- Bachelor's degree in education, economics, business or public administration, public policy, social work, political science, or related field
- 3-5 years of experience in nonprofit, government, education, social services, community development, management, or business development is preferred

Skills and Ability

- Strong understanding of the technical components required to successfully deliver the client services that TCG provides, including program evaluation, strategic planning, coalition building, data analysis, data dashboard creation, research, report writing, grant writing, and training
- Understands, amplifies, and expands fair treatment, access, opportunity, and advancement for all people, particularly those who have been marginalized
- Ability to communicate effectively, orally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Takes the initiative to not only identify a problem but work to solve it
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Possess end-to-end project management skills moving concepts through design, development, implementation, and continual improvement
- Demonstrated computer literacy skills, using Microsoft Word and Excel, Google apps, HubSpot or other CRMs, and other basic data systems, including internet navigation
- Act with sound judgment and emotional intelligence
- Represent TCG with a professional demeanor and high standards
- Willing to learn quickly and respond to changing environment
- Able to prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized
- Self-motivated and able to work independently
- Experience using data to generate clear and effective recommendations
- Ability to translate "data speak" to external teams, such as program and marketing staff
- Must be excited about the causes, clients, and industries we serve

Physical Requirements

- Travel, primarily locally and regionally, with some overnight stays
- Prolonged periods of sitting or standing at a desk and working on a computer



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Individual Professional Development

TCG is committed to supporting its team with opportunities for regular professional development. Team members commit to taking advantage of ongoing training and education to continually improve their skills and abilities.

Standing Against Racism and Working Toward Equity

In our work, internally and externally, we strive to create equitable environments and outcomes. We know that we cannot achieve our goal of improving communities without facing and addressing current inequities. Marginalized and racialized people face hurdles that other groups simply do not. We need to understand this current reality so we can work to change it. Internally, our team is reading books, looking at data, and having conversations to understand the world as it is, our individual experiences and biases, and how these factors impact our work. In our client projects, we work to bring a lens of equity to all we do. We know we won't always get it right, and we know we have to keep at it regardless. We strive to apply our core value of continuous quality improvement to ensure we are improving in our efforts to stand against racism and create a more equitable world.

Salary and Benefits

Salary is \$60,000 to \$65,000. Employee medical, dental, and vision insurance premiums are covered by TCG at no cost to employees. A 401k plan with a match is also provided. Additional benefits information is described [here](#).

To Apply

We encourage all interested applicants to apply, even those who do not precisely match every job requirement. Interested applicants should submit a cover letter, resume, and work sample to admin@transformconsultinggroup.com. The work sample is something of your choosing and could be a writing sample such as an article, report, or blog. Questions or inquiries may be submitted to this email address as well.



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