

## **Business Consultant**

**Pay Rate** \$56,000-\$67,000 annually

This is a remote position that can sit within the Connection 4 Success geographic area of EST and CST time zones.

This full-time Business Consultant is responsible for bringing a high level of expertise to Connections 4 Success's (C4S) day-to-day client business management/strategies, organizational development, DE&I, workforce development professional services. Complete client projects, assessments, and training sessions with quality, expert execution, and follow-through. Provides support by assisting the CEO and Sr. Business Consultant/Analyst with all aspects of client engagement, execution of projects' scopes of work, and C4S's of quality work.

### **Essential Job Responsibilities:**

- Change Management & OD experience for operational improvements and workplace culture as a consultant.
- Workforce Development experience as a consultant (WIOA DOL law experience a plus and bonus).
- Leadership & Management Development experience.
- The ability to manage one's time effectively, work independently and collaboratively
- The ability to build and develop client solutions based on C4S's proven frameworks and processes.
- Work in partnership with the C4S team on executing and completing clients' business management/strategy, organizational development, DE&I, and workforce development project scope of work.
- Bring expertise and execution across all C4S's business strategy, organizational development, DE&I, and workforce development professional services.
- Analyze the structure of a business to determine how it operates and determine its objectives.
- Identify any/all problems with the clients' current business model, processes, reporting, data tracking, and operations.
- Assist the Sr. Business Consultant/Analyst and/or work independently to analyze and predict the potential impact of current operational risks and forecast implications of change management recommendations with business model mapping and data.
- Prepare and deliver a report of the findings to leadership with comprehensive risk and impact assessment.
- Design potential solutions to any business problems identified during the research phase that are covered under each contract's scope of work.
- Create and/or modify client(s) business models, processes and procedures, and operational policies, long-range strategic plans, and growth strategy frameworks for implementation.
- Conduct organizational training sessions per contract agreements with expertise and engagement. Implement the rollout of clients' workforce development business strategies.
- Implement clients' professional development and succession planning operational procedures in collaboration with the clients' management/executive leadership team(s).
- Maintain professional, comprehensive, and concise communications and customer service support for all clients.
- Maintain tracking of all clients' project progress, time management, and reporting benchmarks required of the scope of work.
- Maintain comprehensive data and client information in C4S systems (CRM, Project management tools, etc.)
- Perform other duties as assigned.

**Specific Requirements:**

The following knowledge, skills, and abilities are desirable for job success:

- Bachelors degree from an accredited college/university with a focus in business or organizational development or related experience preferred with a minimum of 5-7 years of experience.
- Subject matter expertise in business management, change management, and organizational development services and solutions.
- Proficient in the use of technology, including Microsoft Office 365, project management and resource management tools, Google Business products, and Zoom.
- Willingness to learn new technologies and systems like Qualtrics and Cognito Forms.
- Superior interpersonal skills to interface with staff, clients, and government representatives.
- Demonstrated expertise in planning, prioritization, and problem-solving skills.
- Detail-oriented with the ability to set and execute clear, measurable goals.
- Strong oral and written communication skills.
- Strong ability to work independently and as part of a team environment.
- Professional appearance and demeanor.
- Excellent time management skills.
- Comfortable working in a high-pressure environment.
- Ability and willingness to travel 25% of the time.

**Submit Completed Information to:**

[C4S@principlestrategies.com](mailto:C4S@principlestrategies.com),

**Attention: Marlo Thomas-Calloway, HR Manager**

1. Resume in PDF format.
2. Cover Letter.
3. Five References.
4. Completed application.