

**Executive Service Corps of Southern California  
Position: Director, Nonprofit Consulting**

As Los Angeles' premier provider of high-quality capacity building services for nonprofits, each year, Executive Service Corps of Southern California (ESC) helps more than 125 nonprofit clients work towards their missions through affordable coaching and consulting by trained executive-level volunteers. Our vision is to see successful nonprofits making our community an extraordinary place in which all can thrive.

ESC's work environment is supportive, collaborative, and exciting, and dedicated to high standards and professional growth. We are committed to creating a thriving work culture that is reflective of the diverse, equitable, inclusive, and anti-racist world in which we want to live. And because our work and the organizations we serve are deeply rooted in values that advance racial equity and social justice, we also aspire to actively reflect and root ourselves in these values throughout ESC.

**Position Overview**

**Reports to:** VP, Client Services

**Supervises:** Senior Coordinator, Client Services

**Position:** Full-Time, Exempt

**Location:** Hybrid with work from home and in-person work at our offices in downtown LA at The California Endowment

**COVID-19 Vaccination Requirement:** Employees must be fully vaccinated against COVID-19 and up to date on booster(s), as recommended by the CDC, prior to start date.

**Compensation:** \$80,000 – 95,000/year. Generous benefit package including health, dental, life, 403b program, paid holidays including paid time off between Christmas Eve and New Year, sick and vacation time.

**Responsibilities:** Reporting to the VP, Client Services, the **Director, Nonprofit Consulting** will have primary responsibility for the smooth execution of custom consulting and leadership coaching engagements. The position may allow for flexibility in scheduling by mutual agreement. The ideal candidate is a team player who can also work independently and lead with confidence. A strategic and collaborative thinker is strongly desired. The key tasks and areas of responsibility include, but are not limited to:

- **Business Development**
  - Conducts and manages client development activities for consultation/coaching program, including:
    - Proactively recruits prospective clients
    - Responds to inquiries from prospective clients, who are often nonprofit executive directors and board members, in a timely and professional manner
    - Conducts initial needs assessment and determination of appropriate ESC service(s) to meet client needs

- Develops project scopes and engagement letters (and proposals/responses to RFPs as required) with assistance from Senior Coordinator
- Contracts and launches new consulting and coaching projects with success and consistency
- Actively engages with participants in ESC's institutes and customized leadership cohort programs
- Assists in planning and executing client recruitment initiatives and events
- **Project Management and Consultant Oversight**
  - Engages with Client Services colleagues, particularly those managing Institutes and Training, to ensure effective, ongoing collaboration and new program development
  - Develops and maintains a working knowledge of ESC's cohort of 100+ active volunteer consultants, striving to remain familiar with strengths and expertise as the cohort evolves and grows
  - Recruits and assigns consultants to new projects in coordination with the Client Services team
  - With assistance of the Senior Coordinator, Client Services, tracks progress on individual projects to ensure they meet or exceed ESC standards
  - Collaborates with the Client Services team to ensure onboarding and training programs equip consultants to meet ESC's expectations for the successful execution of consulting engagements, participating in consultant training as appropriate
  - Assists with consultant recruitment activities including prospective consultant outreach, assessment, and intake processes
  - Assists in planning and executing consultant appreciation and informational events
- **Program and Administration**
  - Manages and reviews work of Senior Coordinator, Client Services; provides feedback and development opportunities
  - Assists in the development of new programs and special projects
  - Executes other duties as assigned in support of ESC's needs and priorities

**Preferred Qualifications:**

- B.A. or M.A. degree in relevant field and/or equivalent training and experience
- Minimum 5 years of relevant experience, including experience in program management and staff supervision, and some senior management experience
- Significant experience in nonprofit leadership, volunteer management, capacity building, and/or traditional consulting (preferably encompassing nonprofits of varied sizes and missions)
- Deep commitment to the nonprofit sector
- Significant familiarity with Southern California and its large, complex nonprofit sector
- Background or strong interest in sales with an overriding customer service orientation
- Flexible and able to juggle multiple responsibilities while meeting deadlines
- Strong judgment, diplomacy, problem-solving skills, analytical abilities, and commitment to confidentiality
- Excellent interpersonal, verbal, and written communication skills
- Facility with common office equipment, software, and modes of communication
- Experience with database systems and project management software; Salesforce experience a plus

### Desired Characteristics

- Strong ability to work effectively both independently and collaboratively with team members and with other constituencies and stakeholders
- Passion for ESC's mission to empower nonprofit leaders and strengthen our region's philanthropic and nonprofit sectors
- Commitment to diversity, equity, inclusion and anti-racism
- Strong critical thinking skills and ability to identify opportunities and suggest solutions
- Willingness/commitment to learn and practice coaching skills as part of a team culture of mentoring and supportive listening
- Ability to foster personal connections and relationships with fellow staff members, volunteers, and other community stakeholders
- High level of personal and professional integrity, with proven success in managing confidential and sensitive information
- Highly organized with superior attention to detail; administratively self-sufficient

**To Apply:** Please email a **resume and cover letter** to [jobs@escsc.org](mailto:jobs@escsc.org) with the Subject line: "Director, Nonprofit Consulting". Any application missing requested documents will not be considered. This position will remain open until the staffing need is met.

ESC is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive staff team and a work environment which treats all employees in an equitable and respectful manner at all times. ESC's aim is for our staff, Board and volunteers to reflect the diversity of the community we serve.

For more information about ESC and our programs, please visit: <https://escsc.org/>