

<b>Job Title</b>	<b>Senior Consulting Associate</b>
<b>Exemption Status</b>	Exempt
<b>Effective Date</b>	November 1, 2023

## Company and Position Overview

Strategy Management Group (SMG) provides consulting, training, and professional certification services to organizations worldwide related to strategy development, strategic planning, balanced scorecard, KPI / OKR / performance measurement, and strategy execution. Known for our Balanced Scorecard Institute and KPI.org brands, SMG provides services to commercial, government and non-profit organizations worldwide. With a client-centric approach, a disciplined methodology, and a team of highly talented professionals, we have consistently delivered outstanding results for our clients over the last 25+ years.

This position offers a unique opportunity for individuals who are passionate about strategy management and performance measurement / management, can empathize with and solve intricate client business problems, and can thrive in a fast-paced, collaborative environment.

SMG's Senior Consulting Associates play a crucial role in shaping the future success of our clients by solving client performance management problems, facilitating workshops and teaching both public and onsite training classes. They also assist with the internal business development process by meeting with potential clients, attending business development and staff meetings, tracking customer relationship management details, and writing workplans / proposals. Senior Consulting Associates also contribute to the SMG thought leadership effort by producing blogs, white papers, webinar content, and other marketing content.

This position requires an expert in strategy and performance who can help clients solve strategy execution problems. The candidate should be a good facilitator with strong people skills, be knowledgeable of strategic performance management issues and challenges, and have strong verbal and written communication skills. Ideal candidates will be good teachers/presenters and will communicate well with various levels of an organization (from the C-Suite to the performance analyst level), as well as with different cultures and international audiences. Candidates must be comfortable juggling multiple priorities to meet tight client and company deadlines in a way that ultimately impacts short-term and long-term business goals.

# Responsibilities

## Duties of the Senior Consulting Associate include:

- Facilitate teams and individuals through workshops designed to increase focus on strategy and improve performance
- Collaborate with project teams to deliver high-quality consulting services to clients, including problem-solving, and strategy development
- Lead clients in the creation of strategic plans, balanced scorecards, KPIs, OKRs, and other solutions that address the needs of the client
- Effectively communicate findings and recommendations to clients through presentations and reports, ensuring clarity and impact
- Present company capabilities to senior executives of business, government, and nonprofit organizations
- Assist others with marketing and business development efforts, such as writing, proofing, and submitting proposals
- Produce thought leadership content such as blogs, white papers, and webinar content
- Other duties as assigned

## Supervision

This position reports to:

- (Acting) Director of Consulting Services

## Skills and Qualifications

- **Education and Certification:** A bachelor's degree in business, engineering, organization development, or related field. Master's degree (MBA, Organization Development, or related) highly preferred. Specialized training (strategic planning, BSC, KPI development, project management, process improvement, etc.) ideal.
- **Experience:** Minimum of 15 years of experience that includes working in key areas such as strategy, measurement, process improvement, change management, business administration, program/project management, training, external relations, or general facilitation of senior executives and managers.
- **Knowledge, Skills, and Abilities:** Understanding of international markets. Excellent verbal, written, and interpersonal communication skills. Good organizational and prioritization skills. Ability to multi-task and meet deadlines. Ability to work after normal business hours as required. Ideal candidates will have strong performance analysis / analytics skills.
- **Knowledge of MS Office Suite and other standard tools.** Candidates will need to be comfortable with online facilitation tools such as Zoom, Miro, MS Teams, and others. Ideal candidates will have advanced PowerPoint skills.
- **Domestic and international travel is required, sometimes frequent.**

## Other

- SMG is an equal opportunity employer. We are committed to fostering an inclusive and diverse workplace and value and promote diversity in our teams.