



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Organizational “Readiness” Consultant Role Description

Position Summary

The Organizational Readiness Consultant will conduct a holistic assessment of the organization, with the goal of understanding readiness to benefit from skills-based volunteer engagement. This individual will work closely with the organization’s leadership and staff to learn about key readiness indicators, including the goals and strategy, program delivery and evaluation, leadership and decision-making, relationship building and volunteer management, and commitment to capacity-building endeavors. The Organizational Readiness Consultant will advise on next steps needed to prepare for a successful skills-based volunteering experience.

Responsibilities

- Understand the organization’s vision, mission, strategy, and goals.
- Ask the right questions to the organization and its management to understand readiness for participating in a skills-based volunteering engagement, covering the following dimensions:
 - The organization’s market, positioning, and strengths and weaknesses.
 - The financial health of the organization.
 - The commitment from management, board members, and staff to engage in and allocate resources to skills-based volunteering and capacity-building.
 - The current processes in place for managing volunteers or any other external partners who routinely interact with the organization’s service delivery.
 - The results, impacts, and lessons learned from any previous volunteering engagements.
 - The organization’s current stability and overall capacity to manage external resources within the context of a skills-based volunteering engagement.
- Analyze the answers and advise on any next steps needed for successful pro bono.

Qualifications and Required Skills

- 3+ years of external or internal consultant experience
- Active listening and analytical skills
- Business strategy and management experience or knowledge
- Volunteering experience in a pro bono consulting role is a plus

Skills and Competencies the Consultant Will Develop:

- Knowledge of the social sector and its constraints, challenges, and opportunities
- Knowledge of volunteer management
- Consulting experience in a new working environment with limited resources
- Leadership