

## Role Description

### *Junior Consultant*

<b>Position Type</b>	Junior Consultant
<b>Adopted</b>	October 19, 2023
<b>Last Revised</b>	November 15, 2023

### Position Summary

Reporting to the Chief Operations Officer (COO), the Consultant plays a crucial role in bringing equity, social justice, and anti-oppression into the non-profit boardroom by providing a wide range of high-level support for non-profit organizations<sup>1</sup> with a priority focus on non-metropolitan Canada.

Junior Consultants are expected to be early-career professionals who can provide support for Senior Consultants, but need direction, coaching, and ongoing oversight.

### The Junior Consultant will possess:

- a genuine passion for supporting non-profit organizations in reaching their goals;
- an emerging understanding of equity, diversity, and inclusion principles, with a commitment to applying these principles in the consulting process;
- knowledge of the unique needs of non-metropolitan Canada, with a proven dedication to fostering a resilient non-profit sector in least one of the Canadian prairies and Northern Canada;
- willingness to support a strong company culture that aligns with the corporate values of accessibility, compassion, consent, equity, home, progress, reciprocity, and responsiveness;
- a varied background built through engagement in formal and/or informal education and/or training, paid and/or volunteer work, community organizing and/or activism, and/or domestic labour that has results in proven or emerging skill in at least 25% of the corporation's focus areas: governance and policy development; event coordination;

<sup>1</sup> Note that while Ivy + Dean Consulting works primarily with non-profit organizations, occasionally the corporation takes on clients in additional sectors including, but not limited to municipal, provincial, and national government institutions, grassroots collectives, for-profit businesses, and individuals within and outside of the non-profit sector.

**Regina Office**  
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facilitation; human resources; grants and fundraising; administrative support; queer and trans equity; tech and digital support; communications; non-profit leadership.

- the ability to manage projects independently, including overseeing varied project components and developing relationships with clients;
- a willingness to mentor Junior Consultants and Consultants through their roles as Project Lead (when applicable);
- a commitment to learning and growth, as shown through a willingness to engage in broad formal and informal professional development opportunities.

## Responsibilities

### 1. Client Consulting Services:

- Under the guidance of the Chief Executive Officer (CEO), COO, and/or Senior Consultants, cultivate strong relationships with existing and potential clients to understand their needs and provide exceptional customer service, including:
  - ensuring appropriate and considerate interactions with clients and stakeholders that are aligned with our corporate values;
  - practising responsive client service by responding to client inquiries within 24 business hours.
- Under the guidance of the CEO, COO, and/or Senior Consultants, provide consulting services to clients across Canada, including:
  - Applying an equity and queer-informed values-based approach to deliver tailored solutions that address the unique challenges faced by small and medium sized non-profits in non-metropolitan Canada.
  - Supporting client projects related to corporate focus areas.
  - Conducting and approving research, gathering data, and analysing information to inform client project deliverables.
  - Preparing project reports, presentations, and other client-facing materials.
  - Coordinating and scheduling meetings, workshops, and interviews with clients and stakeholders.
  - Developing strategic recommendations and actionable plans for non-profit clients.
  - Additional tasks as required via a client project charter and agreed upon deliverables.

### 2. General:

- Contribute to a corporate culture of transparency, compassion, and generosity by treating colleagues with respect and care.

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- b. Become familiar with and use all Teamwork work planning mechanisms including keeping an up-to-date task list and tracking time (billable and non-billable hours).
- c. Become familiar with and abide by all corporate policies and procedures.
- d. Participate in team communications via team meetings, Teamwork Chat, email, and all other Ivy + Dean Consulting internal communications procedures.
- e. Support the Corporation in gaining leads, drafting proposals, and building a positive reputation within the non-profit sector in Canadian prairies and Northern Canada.

### Minimum Requirements

- Two years of experience in the non-profit sector.
- A varied background built through engagement in formal and/or informal education and/or training, paid and/or volunteer work, community organizing and/or activism, and/or domestic labour that has results in proven or emerging skill in at least 25% of the corporation's focus areas: governance and policy development; event coordination; facilitation; human resources; grants and fundraising; administrative support; queer and trans equity; tech and digital support; communications; non-profit leadership.
- Ability to ensure appropriate and considerate interactions with clients and stakeholders of Ivy + Dean that align with our brand and values.
- An emerging understanding of anti-oppression, equity, diversity, and inclusion principles, with a commitment to applying these principles in the consulting process.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong client relationships.
- Willingness to travel to meet clients across Canada as required and able.<sup>2</sup>

### Oversight

The Junior Consultant shall be managed by and accountable to all relevant Ivy + Dean Consulting policies and procedures, which include detail on benefits, hours of work, access to professional development support, and other specifics pertaining to the management of Ivy + Dean Consulting employees and contractors.

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<sup>2</sup> Corporate employees and contractors may not be assigned client work that necessitates travel if they are unable to travel due to accessibility and/or health barriers.