

## **JOB POSTING**

### Associate

**Lipton Strategies is a boutique, strategic consulting firm working at the intersection of philanthropy, public affairs, and social impact.** We partner with our clients to drive growth and deliver maximum impact. Our clients include nonprofits, public-private partnerships, as well as mission-driven companies dedicated to creating positive change. We are committed to fostering long-term, sustainable growth, and developing meaningful partnerships for our clients.

### **JOB DESCRIPTION**

Lipton Strategies seeks a full-time Associate to support deliverables for nonprofit clients and provide support to both the firm's Principal and project team members.

The right candidate will have a working knowledge of the nonprofit sector, ideally with experience in a development role. This role has opportunity for growth and a successful candidate should embrace an entrepreneurial mindset and be comfortable working both on their own and as a member of a team.

### **QUALIFICATIONS**

The ideal candidate will possess the following qualifications. Candidates who meet the majority of qualifications should apply:

- ◆ Bachelor's Degree
- ◆ 1-3 years of work experience, ideally in a nonprofit, philanthropy, strategy consulting, or social sector setting
- ◆ Motivated self-starter who performs well with minimal day-to-day oversight and ability to prioritize competing deadlines
- ◆ Passion for and experience in fundraising and the nonprofit sector
- ◆ Experience and proficiency with GSuite, Microsoft Office, and databases
- ◆ Strong attention to detail and ability to track and analyze data
- ◆ Excellent written and oral communication skills
- ◆ Ability to work with different personalities
- ◆ Comfortable working in a start-up, fast-paced environment



## RESPONSIBILITIES

Day to day responsibilities will for the position will fluctuate to meet the evolving needs of the firm and may include:

- ◆ Simultaneous coordination of tasks and deliverables for multiple clients
- ◆ Support coordination of client needs and project management
- ◆ Conceptualize and help draft written materials to support clients' goals including strategy and prospective donor memos, internal documents, reports, PowerPoint decks, and proposals
- ◆ Assist clients with tracking donor engagement including cultivation, stewardship, and solicitation
- ◆ Data tracking, management, and analysis
- ◆ Maintain and create content for the Lipton Strategies website and newsletter
- ◆ Administrative support including scheduling, and expense management
- ◆ Perform other duties as assigned

## SALARY + BENEFITS

This is a full-time, non-exempt position with a starting pay range of \$42,000-\$48,000 dependent on experience and qualifications. Benefits include a generous leave policy, mobile device reimbursement, and health insurance stipend.

## HOW TO APPLY

To apply please send a resume and cover letter as one combined document to [hello@liptonstrategies.com](mailto:hello@liptonstrategies.com). We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

Lipton Strategies is an LGBTQ-led, boutique consulting practice. We encourage all applicants to apply and seek to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity or expression, disability, and military service.