

The Curtis Group – Associate Consultant

The Curtis Group, a leading national fundraising consulting firm, is seeking an Associate Consultant to join our growing team. The Associate Consultant position offers a rare opportunity for an individual with a demonstrated interest in and passion for nonprofit development to assist our clients in building fundraising capacity and increasing impact.

The position works directly with the firm's leadership and consultants to manage our clients' campaigns, assessments and studies. The Associate Consultant serves as a critical project manager, ensuring day-to-day management and communication with multiple clients across diverse sectors and geographic regions. Successful candidates will be able to produce strategically thought-out written materials of the highest quality, ranging from abbreviated case statements to robust campaign planning study findings.

Responsibilities include but are not limited to:

- Developing trusted partnerships with clients, volunteers and internal project teams
- Contributing to development of planning studies and campaign strategy
- Coordinating materials for planning studies and campaigns including timelines, tracking documents, scheduling logistics, presentations/reports
- Producing materials for, and participating in, client study and assessment meetings
- Conducting prospect research
- Supporting preparation for formal presentations to clients and their boards
- Maintaining timely follow-up after client meetings and ensuring project timelines for key deliverables are met
- Seeking and sharing industry trends with teammates
- Representing The Curtis Group at industry events

The successful candidate will work well on a team as well as independently within established guidelines, be an energetic, self-directed, flexible, organized, detail-oriented individual with the ability to manage multiple priorities and tasks at one time and meet frequent deadlines. This is a writing-intensive position and it is imperative that they possess superior written communication skills and experience. The candidate must also have excellent verbal communication and presentation skills, be proficient in Microsoft Office, and hold a minimum of a BS/BA degree. The position requires 2-4 years of development or nonprofit sector experience. Occasional after-hours meetings/events and travel are required.

This full-time position requires a professional who has demonstrated success in a fast-paced, dynamic, multi-faceted organization. This is a remote position, with periodic travel to client sites. Seeking candidates in the Central Virginia and DMV metro regions. The Curtis Group offers a competitive salary for this position in the range of \$65,000-\$73,000 (depending on experience) with opportunity for bonus and advancement. A generous benefits package includes health and dental insurance, retirement plan (with company match), paid time off, and holidays.

E-mail cover letter, resume, and salary requirements by Friday, May 16, 2025 to:

Rachel Kimble, Consultant

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