

## Senior Associate Consultant Career Your Opportunity to Make a Positive Difference in Local Communities

<b>Position:</b>	<b>Senior Associate Consultant</b>
<b>Location:</b>	<b>Davis, CA</b>
<b>Desired Start Date:</b>	<b>January/February 2020</b>
<b>Hours:</b>	<b>Flexible around core hours</b>
<b>Pay:</b>	<b>Based on experience (\$55,000 - \$65,000)</b>
<b>Benefits:</b>	<b>Health/dental/vision, IRA, LTD, bonus, 3 weeks of vacation per year, professional development</b>

### **The Company:**

Consero Solutions helps cities, counties and non-governmental organizations deliver public policy priorities that benefit local communities and the environment. We assist our clients with project and program development and administration, funding research, financial management, grant writing and management, and state and federal advocacy. Our work covers many policy areas, including transportation and other infrastructure, habitat conservation, affordable housing, water and energy, parks and recreation, and arts and culture. Consero Solutions is in downtown Davis near the University of California, Davis campus. We offer a creative, inclusive, team-oriented work environment with numerous opportunities to grow professionally and intellectually.

### **Duties and Responsibilities:**

Under the direction of the President, the Senior Associate Consultant will provide support for research and policy analysis related to client projects. The Consultant will research and write grants, develop project proposals and budgets, manage projects, analyze legislation, develop funding strategies, draft policy memos, and perform other duties as assigned.

### **Requirements:**

- Bachelor's degree and a minimum of four (4) years of experience (or a Master's degree and 2 years) in research and analysis, writing, project management, and/or grant funds administration
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access) and Prezi
- Responsible for meeting billable hour standards

### **Qualifications:**

- Interest in local government and nonprofit organizations

- Strong writing and communication skills
- Fund management experience
- Ability to plan, organize and prioritize multiple tasks
- Ability to work proactively and independently, as well as part of a team
- Ability to establish and maintain excellent working relationships with clients and staff

**Benefits:**

- Salary commensurate with qualifications
- Excellent benefits, including three weeks of vacation
- Flexible schedule

**To Apply:**

Please submit a cover letter and resume to Tara Morin at [tara@conserosolutions.com](mailto:tara@conserosolutions.com) by January 10, 2020.