

## **About Kinetic West**

Kinetic West is a startup social impact consulting firm. We empower leaders from the social, public, and private sectors to solve their most challenging problems. Our expertise include strategy, data analytics, program design, capacity building, and storytelling. We work across disciplines with a particular focus on education, economic development, and human capital. We believe in the power of people and data to build strong communities.

## **About the Associate Consultant role**

Kinetic West is looking to hire a full-time Associate Consultant (AC). This position will be our first full-time hire and will work directly with the founder/CEO and our partners on all aspects of our work.

The AC will split their time between project work (i.e. external work helping clients solve problems) and business building (i.e. internal work focused on growing Kinetic West). Responsibilities will vary project to project and day to day but will include:

### *Project Work*

- Quantitative analysis (e.g. crunching through a dataset, building a financial model)
- Qualitative analysis (e.g. gathering and distilling research, conducting interviews)
- Material creation (e.g. building powerpoint presentations, writing reports)
- Project coordination (e.g. managing project timelines, event coordination)
- Client interaction (e.g. managing client communications, meeting facilitation)

### *Business Building*

- Infrastructure (e.g. designing our office, managing a budget)
- Marketing (e.g. building our website, writing white papers)
- Recruiting (e.g. recruiting and interviewing new employees and contractors)
- Business/partnership development (e.g. networking, developing and delivering pitches)

### *The right candidate will...*

- Be client and impact-obsessed (i.e. start with the client and work backwards)
- Be entrepreneurial and scrappy (e.g. doesn't wait to be told what to do, gets things done)
- Be dedicated to their own growth and the growth of their teammates
- Be excited about a dynamic, startup environment and comfortable with ambiguity
- Be accountable (e.g. take ownership, commit, hit deadlines, show up)
- Want to invest to build something new (e.g. our company, ways of solving problems)
- Never be above the nitty gritty or beneath the boardroom (i.e. never says that's not my job)
- Take the work seriously (e.g. commitment to excellence) but never themselves (e.g. humility and sense of humor)

**To learn more about the job, send your resume to [marc.casale@kineticwest.com](mailto:marc.casale@kineticwest.com)**