



PARKES

PHILANTHROPY



Consultant Position Description

Our Mission

Parkes Philanthropy equips nonprofits, corporations, and individuals with the ideas, resources, and support they need to positively impact the world.

Position Summary

We are seeking a project based freelance **Consultant** to lead and/or support project based teams in New York City. Our Consultants are the backbone of Parkes Philanthropy. They drive the delivery of Parkes Philanthropy's suite of services to social-sector clients and serve as a key member on delivery teams working on complex engagements, initiatives, and internal/external special projects.

Our Consultants share our core set of values. They operate from a place of integrity; each one has demonstrated the ability and commitment to transforming their communities through a lifelong career dedicated to positive social impact. They have accumulated a wealth of knowledge towards achieving measurable results and are seeking to be partners in creating change.

When you join Parkes Philanthropy as a Consultant, you will be a part of an empowered, enriched, and encouraged team which celebrates individual and team achievements. As a philanthropic practitioner with an entrepreneurial spirit, you will have the opportunity to build your practice as an independent contractor to Parkes Philanthropy. Because this is not a direct employment opportunity, it allows you the freedom to be entrepreneurial and join projects if/when applicable.

Who You Are

1. You are **accountable**. You follow through on commitments, meet deadlines, and manage your work responsibly and thoughtfully.
2. You are **collaborative**. You give and receive both affirming and constructive feedback with a spirit of teamwork, striving for personal and collective excellence.
3. You are **people-oriented**. You enjoy working with others and have a history of building successful relationships with colleagues and clients.
4. You are **analytical**. You identify solutions, and execute strategic plans.
5. You are **adaptive**. You learn and grow quickly.
6. You are **open minded**. You run towards new ideas and consistently seek out innovative ways of doing things.

Our Values

- **Integrity:** be consistent and true to our word and commitments
- **Transparency:** be honest and open
- **Collaboration:** work with a spirit of collective success, enthusiastically learning from one another; support one another internally and externally
- **Connection:** strive to connect one another with new individuals, organizations, and ideas to broaden and deepen our overall and individual impact
- **Data-Driven:** make decisions and recommendations based on proven best practices and credible data
- **Outcomes oriented:** set goals for measurable impact and work towards them
- **Humility:** be open minded and receptive to new ideas
- **Innovation:** seek out the newest and best practices; seek tirelessly to improve

Requirements

1. 3+ years experience in nonprofit, CSR, or similar philanthropic organization
2. Demonstrated commitment to the social sector
3. Excellent organizational skills
4. Demonstrated ability to form relationships with diverse groups of people
5. Self-starter who is comfortable handling multiple tasks in a fast-paced environment
6. Strong attention to detail
7. Strong communication and writing skills
8. Excellent research and computing skills
9. Ability to work on remote teams

How to Apply

Please submit your resume and cover letter expressing your interest and skills via email to Caitlin Kawaguchi at caitlin@parkesphilanthropy.com and include “**Consultant**” in the subject line. Applications are accepted on a rolling basis.