

Position Description: Consultant

Summary

Potrero Group serves mission-driven organizations shaping a better future by invigorating them with new perspectives, strategies, and talent, ensuring our clients stay effective, relevant, focused, and resilient over time. We help our clients respond to changing circumstances and generate even greater impact with a goal to strengthen the entire field—which is why we also invest in networks and elevate best practices. For more about us, visit PotreroGroup.com

Potrero Group consultants provide internal and client facing project services in coordination with multiple project teams. The role is responsible for leading project management across several projects simultaneously within Potrero Group's executive search, board development, and strategy business lines. The consultant ensures high quality client service, drafts client deliverables, maintains project timing, and assures attention to detail and quality is maintained.

Because Potrero Group's work is highly collaborative, relationship-driven, and content-rich, consultants must be exceptional project managers, communicators, and executors who can work creatively and flexibly across multiple priorities and teams. This position requires strong judgment, creative problem solving, and the ability to coordinate leadership input and client needs across a fast-paced, continually changing consulting environment.

The consultant will also work closely with Potrero Group leadership, communications, and business development staff to support the company's visibility, growth, sales, and client relationships.

Responsibilities

The Consultant will perform the following tasks:

- Lead project planning, management, execution, and monitoring to ensure timely delivery of high-quality deliverables and strategy.
- Initiate and manage scheduling, design, planning, and execution of multiple projects, including internal and client meetings, project status, correspondence, and timelines.
- Develop high quality client materials, innovative solutions, and insightful strategy in accordance with client needs and project scope of work requirements.

- Conduct thorough research and analysis of client documents, industry trends, market dynamics, and business landscapes.
- Conduct surveys and interviews (mostly virtual) and manage and implement production of detailed notes and summaries.
- Review and synthesize information to provide data-driven insights from research, interviews, documents, and other sources.
- Write high quality client-facing content for consulting projects, including research documents, strategic plans, organizational assessments, constituent interview and focus groups findings summaries, presentations, white papers, and other tailored client deliverables.
- Write high quality client-facing materials for executive and board search projects, including position profiles, interview outlines, candidate assessments and dossiers, presentations, and other tailored client deliverables.
- Execute additional tasks as required of each specific project's scope of work, in coordination with Potrero Group project teams.
- Support business development, operations, and communications as needed.
- Support other Potrero Group business areas, as needed, including new product lines and service development.

Desired Qualifications & Attributes

The Consultant must possess the following expertise and attributes:

- Experience in management consulting, organizational development, nonprofit management, business development, executive search, or related fields
- Strong writing, editing, and verbal communications skills
- Strong project management skills, able to juggle multiple deadlines and stakeholders
- Sharp attention to detail and experience creating polished written and visual materials across multiple platforms
- Research, analysis, and synthesis expertise
- Strong interpersonal skills, emotional intelligence, and relationship-building ability
- Good judgment and creative problem-solving
- Demonstrated ability to work well across difference, including racial difference, paired with a genuine commitment to racial equity
- Self-aware, coachable, and responsive to feedback
- Self-starter, comfortable with ambiguity and adversity
- Comfortable working independently in a flexible, results-oriented role
- Flexible and entrepreneurial, thrives in a fast-paced, shifting environment

- High integrity, humility, humor, and commitment to Potrero Group's mission
- Nonprofit, philanthropy, social impact, or conservation experience a plus
- Proficient with Google Workspace, MS Office, Slack, Claude AI or other AI platforms, and data and information management
- Reliable access to computer, phone, and high-speed internet

Employment Details

Status: Exempt

Location: Remote; Potrero Group employees work from home or the location of their choosing. Occasional travel is expected for conferences, client work, and company retreats.

Commitment: Full-time; primarily West Coast business hours with accommodation for clients in other time zones; infrequently, irregular hours including nights and weekends may be required in response to project or company needs.

For exceptionally qualified candidates, Potrero Group can provide work schedule flexibility for second year MBA students or those with modest professional or educational commitments who may be able to work only part time initially, with the expectation that they transition to a full time role within a relatively short time period.

Compensation: \$95,000–\$110,000 annual salary, commensurate with experience. Technology use reimbursement provided (\$1000 annually). Position is eligible for company performance bonus, 3% employer 401k contribution, and health benefits.

Additional Information

Visit PotreroGroup.com/Consultant to apply. Address any direct questions to Andrew Leider, Managing Director, aleider@potrerogroup.com.

Potrero Group is an Equal Opportunity Employer. We believe that our overall effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. We are committed to leadership in and serving as a catalyst for promoting diversity, equity, and inclusion through our work.

