Director of Strategy and Engagement

Monique Inc. is a consulting and development agency that helps give RISE to the best within organizations that serve disinvested communities of color and women of color, especially Black women that lead them. We provide clarity + simplified strategies to strategically position all of our client partners for next-level success.

The company has two divisions 1) The Engagement Group that delivers project-based consulting, strategy services, and professional development/training to nonprofits, philanthropic organizations, and public entities 2) Our women's wellness division, which provides both personal growth and professional development to mid-senior level Black women to help them navigate complexities so they can show up as their whole or best selves.

We are looking to hire a Director of Strategy and Engagement. The compensation is commensurate with experience.

The role of the Director of Strategy and Engagement is a fast-paced position in which the team member provides consulting services around strategy and community engagement. This includes assuming the role of project manager and working on a range of activities to help client partners facilitate meaningful engagement, as well as create and implement strategies that improve the way they serve their respective communities. Our goal is to strategically position all of our client partners to achieve internal growth and stronger external impact. Primarily, we work with those that work in and on behalf of disinvested communities of color.

This position is ideal for a candidate who is highly organized, a team player, and an intuitive self-starter. Candidate should also have a keen understanding of the nonprofit and community development fields.

The ideal candidate will have the following qualifications:

- Master's degree in Social Work, Nonprofit Management, Public Administration, Urban Planning, or related field preferred
- Bachelor's degree in Social Work, Nonprofit Management, Public Administration, Urban Planning, or related field required
- At least 5 years of experience working with nonprofit organizations
- Must be able to adequately work within a Hybrid Office Environment, including the ability to video conference with client partners on a regular basis
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Project management experience
- Facilitation experience
- Highly detail-oriented
- Excellent written and verbal communication skills
- Self-directed, proactive and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Self-motivated and able to learn new skills
- Willingness and self-motivation in learning new technology and other tools to deliver high quality work products

Your responsibilities will include:

- Lead project management, which includes creating and managing work plans and timelines, as well as monitoring and reporting on the progress of projects being managed
- Oversee the management of client relationships, processes, and work plans
- Consult to provide ideation, analysis, assessment, community engagement, strategic/action planning, and implementation for client projects
- Conduct research that support project needs
- Synthesize, analyze, and convert complex information and data into clear and concise documents
- Produce client-ready presentations and documents
- Support internal and external business development processes and marketing strategies
- Support the development and growth of The Engagement Group's product-based services and trainings
- Collaborate closely with CEO on all aforementioned duties as appropriate
- Represent The Engagement Group as a thought leader in the local and national nonprofit landscape

The Ideal Candidate

You should have experience and skills in the areas listed above and be able to work with an ambitious and visionary leader. You will get the most benefit from our relationship if you are genuinely interested in advancing marginalized people and disenfranchised communities of color.

How to Apply:

Submit all application materials via email to ea@moniqueinc.co

- Submit your cover letter IN THE BODY OF THE EMAIL detailing: 1) why you want to work with Monique Inc. | The Engagement Group, 2) how you would use your skills to add value to the work we do, and 3) a description of your best community development experience. DO NOT SEND US YOUR COVER LETTER AS AN ATTACHMENT.

- As part of your cover letter, email us the url to your LinkedIn profile, online resume, portfolio or blog. Please keep in mind that your previous work experience is not as important to us as your current skills and how you can demonstrate them. DO NOT SEND YOUR RESUME AS AN ATTACHMENT. We request that you email the LINK to your LinkedIn profile, online resume, portfolio or blog instead.

- If selected for an interview (to be conducted via Zoom), you must be able to provide 2 professional references who can offer insight about your skills, expertise and work ethic. These references should be other clients or supervisors NOT co-workers, family members or friends.

Open deadline to apply: Zoom interviews will be conducted on a rolling basis until the right candidate is selected.

Compensation: commensurate with experience

If you know you'd be perfect for this position, apply now to join Team Monique Inc.! We look forward to reviewing your application :)