

Consultant / Senior Consultant

SDK Strategic Services

Minneapolis, MN

Position Type: Full Time, Exempt

Pay Range: Consultant; \$70,000 to \$90,000, Sr. Consultant \$90,000 to \$105,000

Location: Hybrid position requiring in-person work minimum two days a week at the SDK office: 400 South 4th Street, Suite 401, Minneapolis, MN 55415. Additional in-person days may be required based on client needs.

Note: This posting may be used to hire two positions: Consultant and Senior Consultant

About SDK

We're breaking the mold. SDK is a new generation of consulting firm that shapes the direction of public policies, projects and systems. We do this by building stakeholder voices and transparency into the work from day one. Our clients include high-profile projects and innovative agencies, foundations, nonprofits and more.

SDK's processes marry best practices of design thinking and change strategy with tried-and-true research, communications and public engagement know-how. Our individual products are deceptively, elegantly simple – meeting designs; engagement processes; bold visuals; interactive websites and more. Yet we produce frames and strategies that fundamentally change how clients and people see issues.

Our aim is audaciously earnest. We do honest work that moves clients forward. SDK makes complex policy accessible to people and captures public priorities and perceptions in equally accessible ways. Then, we leverage the insights of community-informed research and our unique, customizable strategy process to shape what is next.

Learn more about SDK's mission, values and projects at sdkstrategicservices.com.

About You

SDK is hiring a Consultant / Senior Consultant to play a critical role in a growing firm. This is a client-facing position that will also be integral to efforts to build out the work



of SDK. The person who will excel in this role earns trust and respect from people of all backgrounds, identities and experiences. Additionally, this person is an excellent communicator and strong collaborator with experience in project management, research, public policy and community engagement.

You might be a great fit if:

- You are a person of impeccable integrity who values building trust and strong relationships across diverse teams and communities.
- You are a curious learner who asks thoughtful questions, actively engages in professional learning, and welcomes alternative perspectives.
- You exercise sound judgment when facing ambiguity. You know when to move forward independently and when to seek input or collaboration.
- You are excited to roll up your sleeves, contribute to high-quality work, and grow both SDK's your own portfolio of accomplishments.
- You anticipate potential risks or challenges in projects and raise solutions proactively, not reactively.
- You write clearly and accessibly, understanding that effective communication is about connection and the feelings we spark in others, not ego.
- You are a team player who is comfortable working with executives, front-line staff and everyone between.
- You are comfortable managing projects that involve navigating multiple agencies, organizations or partners to achieve shared goals. You own your expertise and bring out the best in the talents of others.
- You are a systems thinker, understanding how things connect and relate, and able to quickly identify patterns.
- You understand that true solutions must be equitable, intersectional and community informed. Period.
- You think big and see around corners. You have your finger on the pulse of culture and know how to separate the signals from the noise.

The Position

The Consultant / Senior Consultant is critical to the daily operations of SDK. This position is responsible for serving as a liaison between assigned clients and the SDK Principal Consultant and ensuring day-to-day project management is completed on time, resources are used efficiently, and deliverables meet SDK's standards of quality. In addition to managing and implementing project components, the Consultant / Senior Consultant is a work lead responsible for making and tracking project-related assignments across the SDK team. Additionally, this position utilizes research and analysis skills to work across cultures and languages to support SDK's goal of elevating community voices and distilling key insights that change the way we see

policy issues. Finally, this position supports SDKs development, maintaining established standards of quality while pursuing innovation and new opportunities for growth.

What you will be doing:

- **Project Management**
 - Translate clients' and Principal Consultant's strategic vision and goals into tactical workplans with detailed timelines, resource assignments, and specific tasks to ensure successful project completion.
 - Manage and implement multiple, complex projects simultaneously using modern project management software to track work plans and calendars for all project components.
 - As defined by the work plan, assign tasks to SDK team members and / or contractors. Provide clear directions and discrete deadlines, track progress, perform quality control, and provide training, coaching or other support as needed to ensure the successful completion of tasks.
 - Utilize SDK processes to ensure timely communication of the status of projects, key deliverables, and potential risks to the SDK team, subcontractors, the client, and other impacted stakeholders.
 - Adhere to SDK standards for quality control, data, timeline tracking, contract compliance, reporting, and other processes.
 - Manage client relationships. Provide excellent ongoing, responsive customer service to clients, providing timely updates and addressing inquiries or concerns. Consult with the Principal Consultant for appropriate responses to address stakeholder conflicts, changes to project scope, and strategy.
 - Support Principal Consultant's participation in client meetings, including facilitating cross-sector or multi-agency meetings and efforts to guide shared decision making.
 - Prepare and organize meeting materials including communications, agendas, facilitation guides, or presentations. Take meeting notes and distill notes into key themes, plans, strategies and action items. Prepare post-meeting summaries and communications.
- **Research and Writing**
 - Participate in stakeholder and opinion research. Conduct interviews, develop online surveys and analyze survey responses (filters and cross tabs), conduct media audits, and perform media / social media content analysis.
 - Utilize SDK's customized technology stack and analysis methods to conduct the initial analysis and synthesis of information from focus groups, surveys, and other methods.

- Contribute to writing client deliverables, helping the Principal Consultant to formulate conclusions and strategic recommendations. Draft findings reports and design compelling visuals to illustrate strategic insights.
- Organizational Development
 - Contribute to business development by identifying new opportunities and drafting proposals.
 - Draft articles, presentations, newsletters or other materials that illustrate SDK's intersectional and innovative approaches and impact.
 - Propose and refine internal processes that improve SDK's ability to deliver, grow, and innovate while maintaining SDK's quality standards.
 - Coach and mentor team members to ensure that SDK always delivers impeccably.

Qualifications

Required qualifications, skills and experience:

- Bachelor's degree in sociology, political science, public policy, public health or other fields with attention to systems-thinking and the human condition.
- A minimum of five years of progressive experience in research (market research, qualitative interviews), policy analysis and development, communications, and / or community engagement.
- Experience managing multiple, complex projects with competing deadlines requiring strong organizational skills and attention to detail.
- Proven track record of distilling complex information into accessible formats for a variety of audiences.
- Demonstrated ability to write in a clear, concise, organized, and convincing manner for the intended audience, from in-depth reports to tweets.
- Experience providing excellent customer service and a commitment to providing quality products and services. Ability to develop trusting client relationships.
- Deep commitment to contributing towards public trust and maintaining the integrity of SDK and its clients through transparent, accessible and equitable processes and displaying high standards of ethical conduct.
- Experience managing strong, passionate opinions in constructive ways with discretion and respect for client confidentiality.
- Ability to identify your own learning needs, ask clarifying questions, and proactively seek feedback to support continuous quality improvement and professional growth.
- Experience leading cross functional teams, providing clear direction, motivation, and coaching to ensure successful project completion.

- Comfort using and leveraging technology to manage projects, tasks and workflows.

Preferred qualifications, skills and experience:

- Master's degree in public policy, public health, social work (community-oriented) or similar field with attention to the human condition.
- Experience working in federal, state or local government structures and cultures.
- Advanced research and data visualization skills, such as ArcGIS or statistics software.
- Experience with Microsoft Office Suite, customer relationship management technology (HubSpot), online facilitation tools, and project management software (Monday.com).
- Client services management experience.
- Proficiency in more than one language.

Compensation

The salary range for the Consultant position is \$70,000 to \$90,000 DOQ. The salary range for the Senior Consultant position is \$90,000 to \$105,000 DOQ. Compensation includes a profit-sharing bonus structure, based on work plan and business benchmarks. This is a results-oriented role. The role provides a flexible paid vacation / holiday / safe and sick time, and a health insurance stipend.

How to Apply

This position requires impeccable attention to detail. Please follow instructions exactly.

- Send an email to Hello@sdkstrategicservices.com
- Include three items:
 - Resume
 - Links to relevant social media (e.g. LinkedIn, blogs, Twitter)
 - In lieu of a cover letter, share a one-page writing sample that describes a project you led or participated in. Describe your role in the project, an unexpected challenge you had to overcome, and lessons learned.
- In the body of the email provide a brief (no more than five sentence) statement about why you are primed to excel in this role from day one.

Applications will be reviewed as they are received. Apply early to ensure consideration.