

About the Glen Price Group (GPG)

The Glen Price Group (GPG) is a results-oriented consulting firm with extensive experience providing planning, facilitation, research, policy analysis, and fund development support to nonprofit organizations, public agencies, and philanthropic foundations. GPG's dynamic team draws on each member's skills and abilities to provide a comprehensive set of high-quality services to clients, guided by GPG's mission and values (see below). While the GPG team supports work in a range of content areas, education and workforce development are primary areas of focus.

GPG Mission

We inspire and support local, statewide, and national public and nonprofit organizations to maximize their results through effective collaboration, analysis, planning, and resource development. Through this work, we contribute to a more just and equitable world and improved outcomes for all people, beginning at birth.

GPG Values

Creativity: We develop and apply original and adaptive approaches and flexibly respond to changing contexts and priorities of our clients.

Excellence: We hold ourselves to high standards of quality to ensure exceptional results for our clients.

Collaboration: We take a team approach to our work, internally and with our clients and partners.

Integrity: We uphold rigorous principles of personal honesty and professional behavior, internally and with our clients.

The Senior Associate Position

GPG seeks an experienced Senior Associate to manage projects and project teams, and support new and existing client relationships. The Senior Associate will design and implement client projects ranging from research, analysis, and policy development to strategic planning, partnership development and support, and sustainability planning and fund development. The Senior Associate will also facilitate client meetings and larger stakeholder engagement sessions. Most GPG projects are supported by a small team of staff and consultants and each GPG team member works on multiple projects at once. As a project lead, the Senior Associate will direct, organize, and support the work of other project team members.

The Senior Associate may work from GPG's El Cerrito, CA office or remotely. If the Senior Associate works remotely, they must be within commuting distance from Sacramento, CA or Los Angeles, CA to allow for future in-person meeting facilitation.¹

¹ GPG is not currently facilitating in-person meetings in California and will resume in-person events once it is safe to do so.

Functions and Responsibilities

1. Lead and support complex client projects, including organizing and leading small (2-4 person) project teams to work together effectively to achieve high-quality results and deliverables
2. Design, facilitate, and coordinate next steps from meetings with clients and other project partners
3. Plan and implement stakeholder input activities such as interviews, surveys, focus groups, and meetings
4. Design and conduct secondary research and analysis to inform policy and strategy planning
5. Develop high-quality project deliverables such as written reports, plans, and proposals
6. Manage multiple projects, balance workflow, and meet deadlines
7. Engage in continuous learning and improvement to test and refine project approaches and activities
8. Build positive working relationships with GPG clients and team members
9. Contribute to GPG business development efforts

Qualifications

Minimum Qualifications:

1. 5+ years of experience in a similar professional capacity, including at least 3 years in a project leadership role
2. Ability to work effectively as part of a collaborative team
3. Ability to interface with a wide range of clients
4. Project management skills including the ability to effectively work in and lead small (2-4 person) project teams
5. Ability to manage multiple projects at the same time
6. Effective written and oral communication skills
7. Demonstrated experience writing professional reports and proposals
8. Demonstrated experience designing and facilitating meetings
9. Strong attention to detail and commitment to quality
10. Ability to quickly understand project context and gain familiarity with relevant background information and research
11. Familiarity with Google Workspace (including Gmail, Google Docs, and Google Sheets) and Microsoft Office Suite (Word, Excel, PowerPoint)

Preferred Qualifications:

12. Experience working with the public, nonprofit, and/or philanthropic sectors
13. Experience working in the education, workforce development, human services, and/or health fields
14. Ability to facilitate and document meetings and interviews in Spanish and to translate documents from English to Spanish

GPG Senior Associate Position Description

Compensation

The salary range for this position is \$90,000 - \$100,000. GPG offers employee benefits including annual profit sharing, a 401(k) plan with employer contribution, health and dental insurance, and paid time off (12 days to start) and holidays (9 days).

How to Apply

Submit resume and cover letter to apply@glenpricegroup.com.