



Job Title:

Associate Consultant

An Associate Consultant with [The FOCUS Group](#) (TFG) will support clients by providing coaching for the Taking Donors Seriously® (TDS) fundraising curriculum and supporting Campaign Managers for capital campaign clients. Primary duties include:

Coaching 60%

- Guide various fundraising training clients through the Taking Donors Seriously® (TDS) curriculum, uniquely contextualizing the material based on the type of ministry and the participant's level of fundraising experience.
- Demonstrate significant expertise in fundraising and the TDS principles, framework, and methodologies through online and in-person coaching.
- Assess potential clients' needs and provide appropriate solutions within our fundraising training portfolio of products and services.
- Monitor and ensure clients are completing and implementing the training on a timely basis.
- Maintain a high level of client satisfaction and provide outstanding customer service.

Campaign Consulting 35%

- Lead campaign manager training as assigned. This includes utilizing Windshield 2020 software, preparing for Campaign Steering Committee (CSC) meetings, and maintaining focus on the campaign's next steps.
- Supports the Campaign Manager as a "second" consultant on select campaign clients.

Ongoing Team and Professional Development 5%

- Assist in implementing selected elements of the TFG strategic plan.
- Commit to ongoing professional development and methodologies, e-learning platforms, and online and in-person teaching methods.

Required Qualifications

- Missionally aligned with The FOCUS Group and able to appreciate the diversity of The FOCUS Group's clients and their missions.
- 3-5 years of development experience with proven experience as a coach or instructor.
- Outstanding communication and interpersonal skills.

- Ability to inspire and motivate others.
- Excellent organizational and problem-solving abilities.

Desired Qualifications

- Taking Donors Seriously® Online (TDSO) course completion preferred.
- Proficiency in using common Microsoft and Google Suite programs (or the ability to learn new online platforms and software programs as needed.)

Location & Travel

- This is a full-time position based either in **St. Augustine, FL** or **Richmond, VA** with a target start date of April 1, 2026.
- Must be able to travel for up to 2 weeks per quarter for in-person coaching workshops, conferences, and staff retreats.

Our Mission & Vision

The mission of The FOCUS Group is to advance the kingdom of God by building trusting relationships with our clients and providing them with expertise and guidance to accelerate the funding of their vision.

Our vision is to see God “make all things new” through the work of our clients.

Interested candidates should send a letter of interest along with a resume to TFG President, Ted Rodgers (trodgers@thefocusgroup.com).