



Job Title:

**Consultant**

A Consultant with [The FOCUS Group](#) (TFG) provides fundraising counsel to clients and helps lead feasibility studies and other major donor strategies. Primary duties:

- Assists Senior Consultant with client projects to provide fundraising counsel.
- Provides team leadership on multiple projects, to ensure contracted services are provided within time and budget.
- Assists with evaluating the capacity of clients through feasibility studies and development assessments, conducting interviews and research, formulating recommendations and presenting the findings in a written report.
- Provides counsel to clients' leadership, campaign managers, and meets with their ECC and CSC committees on a regular basis. This includes phone calls, virtual meetings, emails, and regular travel to the client locations.
- Participates in all TFG team meetings.
- Documents hours, expenses, and meeting notes in a timely manner.

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Key Responsibilities

Management 50%

- Meets key deadlines for report writing assignments and delivers high-quality, high-value content.
- Manages a level of service to align with each client's project budget.
- Consistently meets or exceeds monthly billable hours and business development hours targets.
- Client projects are organized and running on schedule. Clients receive the appropriate amount of attention given the project requirements and budgeted time.
- Senior Consultants are apprised of the progress being made and any issues with client projects.
- Campaign Managers are guided, advised and encouraged in support of their capital campaign efforts.

Expertise 25%

- Demonstrates proficiency in understanding and applying the Taking Donors Seriously (TDS) principles and framework to provide quality advice to clients.
- Demonstrates proficiency in utilizing Windshield2020 to generate insight and reports for advising clients.
- Successfully leverages personal experience as well as the collective wisdom of the team to provide wise counsel and effective solutions.

## Communication 15%

- Clear, timely, instructive, professional communication with clients.
- Cultivates long-term relationships with key leaders and staff at client organizations.
- Proactively serves and provides leadership to clients.
- Clear and professional communication with TFG colleagues.

## Business Development 10%

- Generates leads, primarily through personal network, and receiving referrals from current and past clients.
- Assesses the needs of a prospective client to assist with the preparation of proposals.
- Cultivates relationships with prospective clients, and presents proposals, and makes visits as appropriate.

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## Required Qualifications

- Missionally aligned with The FOCUS Group
- Five or more years of front-line major donor work
- Excellent team player
- Exceptional writing, listening, and communication skills

## Desired Qualifications

- First-hand experience with The FOCUS Group (as client)
- Campaign leadership experience
- Holds an advanced degree

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## 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 up to 35% of time for client meetings, business development meetings as well as staff retreats.

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## 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.

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