



Job Title:
Senior Consultant

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

- Serves as primary lead on client projects.
- Evaluates client capacity through interviews, research, and strategic analysis; formulates recommendations and presents findings in written reports.
- Provides ongoing counsel to client leadership, campaign managers, ECC and CSC committees via phone, email, virtual and in-person meetings.
- Generates leads for new business opportunities and secures new work for the firm.
- Helps train and develop the consulting and management skills of other TFG consultants.
- Actively seeks ways to sustain and strengthen The FOCUS Group culture and mission.
- Participates in all TFG team meetings and collaborative planning efforts.
- Maintains timely and accurate documentation of hours, expenses, client interactions, and meeting notes.

Key Responsibilities

Expertise 50%

- Demonstrates proficiency in understanding and applying the TDS[®] principles and framework to provide quality advice to clients.
- Demonstrates proficiency in utilizing our campaign management software (Windshield 2020) to generate insights 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.

Management 20%

- Oversees client project hours across the team and ensures deadlines and deliverables are being met each month.
- Ensures client projects are organized and on schedule. Clients are receiving the appropriate amount of engagement given the project requirements and budgeted time.
- Ensures the leaders of client organizations are guided, advised, and encouraged in support of their fundraising and campaign efforts.

Communications 15%

- Provides clear, timely, instructive, and professional communication with clients.
- Cultivates long-term relationships with key leaders and staff at client organizations.
- Proactively provides leadership to clients, as well as TFG staff on project teams.
- Provides clear and professional communication with TFG colleagues.

Business Development 15%

- Contributes to the growth, resources, and success of The FOCUS Group.
 - Generates leads, primarily through their own networks and receiving referrals from current and past clients. Cultivates relationships with prospective clients, and presents proposals, and makes visits as appropriate.
 - Assesses the needs of a prospective client to assist with the preparation of proposals.
 - Helps to develop the skills of other consultants and TFG team members.
-

Required Qualifications

- Strong alignment with the mission and values of The FOCUS Group
- Ten or more years of front-line major gift fundraising or related experience
- Proven experience leading and developing teams
- Bachelor's degree required
- Exceptional written, verbal, and interpersonal communication skills

Desired Qualifications

- First-hand experience with The FOCUS Group as a client
 - Campaign leadership experience
 - Advanced degree preferred
 - Eastern Time Zone
-

Location & Travel

- This is a **remote**, full-time position based **East of the Mississippi**
 - Must reside within reasonable proximity to a major airport
 - Ability to travel up to 35% of the time for client meetings, business development opportunities, and staff retreats
-

Mission

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.

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).