



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Scope Consultant Role Description

Position Summary

The Project Scope Consultant will work closely with the organization and its management to conduct an assessment of its needs in a particular business domain (e.g. finance, marketing, technology, HR, etc.) and apply subject matter expertise to structure a viable skills-based volunteering project that addresses the root organizational needs, positively impacts the organization's infrastructure, and is feasible within a predetermined scope of time and resources.

Responsibilities

- Apply expertise in a core business domain to help the organization assess its needs and scope suitable project types.
- Define the overall project objectives as well as the potential final deliverable and possible timeframe for the project to be completed.
- Work with the organization to determine defined expectations for the short-term and long-term projected results and impacts.
- Establish pre-requirements in terms of equipment, budget, etc. that the organization may need to have or be willing to find before starting the project
- Describe the skills and the competencies the future volunteer(s) will need in order to successfully tackle the project

Qualifications and Required Skills

- 5-7 years of business experience in relevant core business domain(s): Marketing, Finance, HR, Strategy, Operations, IT/Technology, Client Relations, Data and Analytics
- Project management and definition experience
- Excellent communication and listening skills

Skills and Competencies the Consultant Will Develop:

- Knowledge of the social sector and its constraints, challenges, and opportunities
- Knowledge of volunteer management
- Ability to develop feasible skills-based volunteering projects with part-time availability
- Experience sharing expertise and teaching business notions and methodology
- Leadership