

Consulting Team Role: LIAISON

***Purpose/Objective:** The Liaison serves as the advisor to the consulting team, providing oversight and guidance to the Team Leader and Deputy Team Leader to ensure project success. The Liaison also serves as the link to the Nonprofit Relations Team to provide support for all team members and the Client as needed.*

Location: The Liaison will complete his/her role through a combination of remote work as well as physical attendance at meetings with the assigned Client at their offices or other designated location.

Key Responsibilities:

- Attends vetting meeting with prospective client to discuss scope of the consulting engagement.
- Drafts Engagement Letter for Client, with particular focus on the Project Outline.
- Serves as the chief supervisor of the project team, providing oversight, guidance and advice needed to ensure project success.
- Serves as the link to PennPAC administration for both the TL/DTL and Client, in case either party needs help resolving issues and/or clarifying any unusual situations that might arise.
- Hands over the Client to the Team Leader.
- Provides Engagement Oversight throughout the engagement period.
- Intervenes with the team as needed.
- Assists with project wrap up and data collection.

Reports to: Nonprofit Relations Chair

Qualifications: Leadership skills; Time Management; Project Management and Previous participation as a PennPAC Team Leader or Deputy Team Leader.

Length of Position: The Liaison's role lasts for approximately three (3) months, with the majority of the time spent during the consulting engagement. An additional week or two is also necessary during the vetting/engagement letter process, which occurs a few months in advance of the project launch.

Time Commitment: The Liaison's time commitment will average about two (2) hours a week during the period of the consulting engagement, with additional hours needed during the initial Engagement Letter phase.

Fall Projects: June/July plus late-September through mid-December

Spring Projects: January plus March through May

The Liaison will also follow up with the Client post engagement at 6- 12- and 18 months.

Training/Support: Training for this position will be provided, along with a comprehensive Liaison Training Manual. Also, the Nonprofit Relations Chair will be available for questions and assistance.

Benefits: Professional and supportive atmosphere. Develop your leadership abilities while learning more about the nonprofit sector. Fine-tune your project management skills and enhance your resume. Interact with nonprofit leaders and Penn alumni. Receive priority staffing for future PennPAC assignments.

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