

Consulting Team Role: TEAM LEADER

Purpose/Objective: The Team Leader (TL) is the team quarterback or engagement manager who leads the team and guides the consulting process from beginning to end. This includes clarifying the work plan to form a more detailed approach, allocating tasks, coordinating the work inputs from the team and keeping the project on track to meet all deadlines. The Team Leader also manages the Client relationship and updates the Client on the team's progress. The TL conducts individual consulting activities as well, but to a lesser degree given time spent with managerial tasks.

Location: The Team Leader will complete his/her role through a combination of remote work and physical attendance at meetings with the assigned Client, as well as in-person team meetings as elected by the team.

Key Responsibilities:

- Attends all meetings with Client.
- Manages weekly Team Meetings (many via teleconference).
- Serves as the leader of the project team, providing oversight, guidance and advice needed to ensure project success.
- Serves as the main point of contact with the nonprofit client.
- Serves as the link between the Client and project team.
- Builds out Project Outline into a more detailed workplan.
- Delegates and coordinates work with the team of consultants.
- Keeps Client up-to-date on team's progress in between meetings and manage expectations.
- Responds to any major changes in client needs or circumstances that require a modification in the workplan
- Coordinates project wrap up and data collection.
- Keeps the project on track to meet all deadlines.
- Guides the team to its final client recommendations.

Reports to: Liaison

Qualifications: Leadership skills; Time Management; and Project Management. The Team Leader usually has significant work experience, often in consulting and/or project management, and/or has served as a Deputy Team Leader or Consultant on a previous PennPAC engagement.

Length of Position: The Team Leader's role runs for three (3) months.

Time Commitment: The Team Leader's time commitment will average about 5 to 7 hours a week during the 8-10 week period of the consulting engagement, with additional time before the Kick-off meeting and after the Final Presentation.

Fall Projects: late-September through mid-December

Spring Projects: March through May

Training/Support: Training via calls, will be provided, along with a comprehensive Team Leader Toolkit, with extensive project management and presentation template materials. An experienced PennPAC Liaison dedicated to your project will provide background, training and support as needed to ensure project success. A cohort of other Team Leaders/Deputy Team Leaders will be available with which to exchange ideas and network.

Benefits: Professional and supportive atmosphere. Demonstrate and strengthen your leadership capability; fine-tune your project management skills and enhance your resume. Build relationships with nonprofit leaders (and often board members) and develop a deeper understanding of the nonprofit sector. Increase your impact on nonprofits in your community. Lead a team of highly skilled volunteers. Interact with fellow Penn alumni. Provide the leadership necessary to ensure the ongoing success and growth of PennPAC. Receive priority staffing for future PennPAC assignments.

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www.pennpac.org
info@pennpac.org