

Bennett Midland LLC, a consulting firm that works exclusively in the civic sector, seeks an associate. We support government agencies, non-profit organizations, and philanthropies to design and implement new programs, initiatives, and services; solve operational problems; and develop effective management strategies. We work on issues such as criminal justice and justice reform, government innovation, health and human services, urban planning, and economic development. We are committed to building a stronger civic sector that advances equitable outcomes across these issue areas. Our work environment is hard-driving, supportive, and committed to outstanding results and the enjoyment of work.

## **Responsibilities**

The associate will play a central role in client engagements. The associate will work directly with clients, analyze problems, research best practices, and collaborate in the development of solutions. The associate will:

- Research public policy practices in areas of concern to our clients and the firm;
- Produce clear and effective written materials, including memoranda, PowerPoint presentations, and analytic reports;
- Assist with the design and implementation of new initiatives;
- Conduct detailed operational assessments for our clients by gathering qualitative insights and analyzing quantitative data;
- Work in collaborative teams with colleagues and clients;
- Prepare presentations and reports for internal teams and for clients, with careful consideration for how to best communicate concepts and findings;
- Organize and support facilitation of meetings with clients and senior leaders; and
- Assist with firm operations, including office administration and business development, as assigned.

## **Qualifications**

We seek energetic, engaged professionals with one to two years of work experience and outstanding writing and interpersonal skills. Other key qualifications include:

- Demonstrated interest or direct work experience in public policy, public administration, non-profits, and community-based organizations;
- An interest in and commitment to building deep relationships with clients and leaders in the civic sector to understand their work and perspectives;
- Capacity to conduct policy analyses and deeply understand social issues in their historical and systemic context, with a strong interest in racial and socioeconomic equity and addressing structural racism as a cross-cutting issue;
- Ability to work with people from diverse backgrounds and a commitment to a collegial workplace in which work is collaborative and colleagues support one another;
- A receptivity to constructive feedback and a desire to critically engage with ideas and work products through collaboration and iteration;
- Strong skills in project and task management across simultaneous engagements;
- Highly proficient in Microsoft Word, Excel, and PowerPoint;
- An understanding of quantitative research methods and the ability to work with datasets to fully understand problems in their context; and
- An undergraduate degree.

## **BENNETT**MIDLAND

Our firm values diversity and is proud to be an equal opportunity employer. Bennett Midland is committed to consistently building and supporting a team that reflects a range of experiences, ages, gender identities and expressions, racial and ethnic identities, sexual orientations, and physical capabilities. We work to actively promote and build a work culture that enables all of our employees to achieve their full potential.

Bennett Midland offers a competitive compensation and benefits package including medical and dental coverage, two weeks of paid time off for new employees (increasing to three weeks after a full year of tenure), ten paid holidays, paid time off between December 24 – January 1, commuter benefits, and a generous 401(k) matching program.

### **Application instructions**

To apply, please send your resume and cover letter to [associate@bennettmidland.com](mailto:associate@bennettmidland.com) with your full name in the subject line.

No telephone calls, please. Only applicants selected for interviews will be contacted.