



Washington DC  
Toronto  
London  
Sao Paulo  
Cape Town

## Kaiser Associates Position Description

**Position Title:** Managing Consultant

**Date Prepared:** September 16, 2009

**Reports to:** VP/Mentor/Team Leader

**Primary Purpose:**

- Manages consulting engagements from start to finish
- Develops insightful conclusions and recommendations based on research findings and own analysis
- Responsible for developing and presenting client-ready business presentations

**Responsibilities include:**

- Manages engagements, including oversight of team, research, and preparation of documents for client presentations
- Analyzes research information to develop conclusions, insights, and recommendations;
- Writes client-ready presentations and delivers powerful, effective business presentations;
- Conducts client interviewing and research;
- Serves as key point of contact between team and senior officers of the firm and clients
- Responsible for professional development of team members

**Education/Training:**

- B.S./B.A. degree from a 4-year accredited college or university in any discipline
- MBA preferred

**Experience:**

- 3-5 years consulting experience at a top management consulting firm **required**
- Previous military experience **required**
- Business research and analysis
- Leadership and/or project management experience preferred
- Experience working with senior business leaders

**Skills Required:**

- High level of self-motivation and energy
  - Excellent interpersonal and analytical skills
  - Confidence, maturity and poise
  - Comfort working with and leading groups
  - Ability to work with limited supervision
  - "Big picture" thinking while maintaining keen attention to detail
  - Exceptional communication (verbal and written) skills
  - Sensitivity to individual, group and organizational dynamics
  - Positive, "can do" attitude
  - Demonstrated problem-solving ability
  - Ability to synthesize data and draw accurate, logical conclusions
  - Ability to meet deadlines
  - Creative thinker
  - Strong computer skills (Excel, PowerPoint, MS Word)
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