AGB Consulting

AGB Consulting provides board-focused advisory services based on 100 years of experience strengthening higher education governing boards. The work is led by thought partners who possess deep understanding rooted in their experience as college, university, system, and foundation board and committee chairs, board members, chief executives, or senior level executives as well as specialists in critical areas for Board oversight. Underlying our work is the appreciation for the essential working relationship between the executive and the governing board of any institution of higher education.

Responsibilities

The director is an integral part of the AGB Consulting team supporting a thriving consultant pool in alignment with the Senior Vice President for AGB Consulting. The director will leverage insights, relationships, and proposals to inform effective governance and institutional leadership consulting engagements such as board composition and selection, board chair and presidential coaching, board and presidential assessments and will be responsible for the administration of the department to ensure efficiencies.

- **Empower and equip experienced, well trained, collaborative and mission-focused consultants who are aware of and sensitive to current and emerging issues in higher education (50% time)**
  - With the Senior Vice President for AGB Consulting evaluate the range of experience, alignment with market strategies for services offered, and develop plans for continuous evolution of alignment based on market needs
  - Develop a professional, credible and clear system of internal protocols for responding to inbound/market identified needs for adding new consultants
  - Together with Senior Vice President, develop a strategy to recruit new consultants in areas of opportunity.
  - Provide a formal orientation to new consultants
    - Develop an engaging, replicable, collaborative approach for introducing consultants to AGB consulting policies and practices using the Consulting Handbook as a foundation
    - Assess the value of a formal consultant-to-consultant mentorship program as a part of the onboarding process
  - Create opportunities for continual learning and sharing to support the development of the Consulting practice and revenue growth, including but not limited to:
    - Regular summits for communities of practice or affinity groups
    - Staff development
    - Regularly reviewing the member journey development associated with offerings which highlight the Consultant value to membership value
  - Quality assurance and continuous learning
• Ongoing data analysis, mine quality assurance data to inform improvement actions which could include training needs, operational changes, client success milestones

• **Contribute to group and individual sales by developing proposals and designing shared consulting engagements in partnership with (40% time).**
  o Shared consulting engagements
    ▪ In conjunction with the Senior Vice President for AGB Consulting, identify areas of focus (e.g. shared governance, Justice, Diversity, Equity and Inclusion (JDEI)) for a select number of shared consulting engagements annually
    ▪ Work collaboratively with team to design, implement and execute shared engagements
    ▪ Review new strategies for alignment and future success
  o Proposal development for individual institutions
    ▪ Serve as an initial point of contact for the leadership of member institutions (presidents, chancellors, board leaders)
    ▪ Conduct intake assessments- identify appropriate team of consultants for work
    ▪ Prepare letters of agreement for clients and consultants for each engagement, and set expectations for communication/coordination of efforts between parties
    ▪ Provide high level administrative support to the assigned board governance consultant to ensure successful preparation and tracking for the engagement

• **Advance partnerships across departments in service to member institutions (10% time)**
  o Content and Programs
    ▪ Collaboratively develop ideas for content, leverage engagement insights to inform programming, and identify speakers for AGB events
  o Membership
    ▪ Collaboratively design processes to recognize and create shared relationships as a part of the “member value proposition”
  o AGB Search
    ▪ Track inflection points within consulting engagements that might lead to business opportunities for AGB Search- and vice versa

**Qualifications and Skills**

• Experience in working in a consulting service environment, with bespoke/customized client base/needs
• Experience working in/with higher education institutions highly valued
• 5-7 years in a position with similar program/project management needs, working with similar solutions/service oriented consultants
• Masters degree desired
• Superior customer service skills
• Understanding/involvement in the higher education environment
• Excellent written and verbal communication skills
- Extensive project management skills
- Demonstrated ability to successfully work with a team of consultants to develop and implement engagements resulting in client success and satisfaction
- Effective listening and negotiation skills along with empathy leadership style

This position description does not cover a full list of duties or responsibilities that may be required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan and paid time off as well as telework options.

To apply: Applicants should email letter of interest that describes experience relative to the position, salary requirements, and resume to employment@agb.org. No phone calls, please.