

## **DIRECTOR, AGB CONSULTING**

Reports to Justin Kollinger, Associate VP, AGB Consulting

### **\*Pay Grade: 5 / Professional 3**

Grade Minimum (\$86,000) Grade Midpoint (\$108,000)

*\*Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

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### **The Scope**

The Director of Consulting is a key member of the AGB Consulting team and reports to the Associate Vice President of Consulting. The Director is responsible for driving the success of AGB's governance consulting practice by leading early-stage consulting activities, including board workshops, retreats, and advisory consultations – and fostering relationships that lead to repeated and deeper engagements.

To develop initial engagements into extended business growth, the Director must excel at cultivating long-term relationships with both clients and consultants, often navigating sensitive board, leadership, or team dynamics with tact, steadiness, and strong service orientation.

AGB's Consulting practice delivers governance and leadership expertise to its members through a network of contracted consultants, mostly current and former senior higher education leaders and board members. This role executes on and contributes to the team's strategy, working collaboratively across AGB to achieve shared business objectives.

### **The Duties**

*(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).*

### **Business Development and Client Engagement (50%)**

- Serve as the primary point of contact for AGB members seeking board workshops and retreats. This includes supporting the design of engagements that address root cause problems, drafting proposals, and oversight of consulting engagements.
- Facilitate complementary advisory consultations between consultants and members and cultivate these into paid engagements.
- Implement business growth strategies for governance consulting offerings that roll up into team revenue and engagement goals, including data analysis, prospect identification and outreach, marketing, and thought leadership.
- Deepen existing relationships with AGB members to support the development of future business.
- Support and lead webinars, podcasts, publications, programs, and other thought leadership activities designed to generate new leads and increase awareness of AGB's consulting services.

### **Consultant Coordination and Engagement Oversight (30%)**

- Support AGB's consultants throughout the consulting process, including matching consultants to engagements, leveraging consultant relationships to secure new business, and providing resources and expertise to consultants during engagement delivery.
- Provide technical expertise with AGB consultants, review consultant deliverables, and create frameworks to ensure consistent, high quality consulting delivery.
- Identify and support opportunities to showcase AGB consultants' thought leadership in internal and external outlets.

### **Internal Collaboration and Strategic Support (20%)**

- Support the AVP and the Director of Leadership Development Consulting with the development and delivery of the broader consulting portfolio, including leadership development and strategic planning services.
- Support operational and strategic initiatives that help achieve the team's revenue goals.
- Facilitate members' journey through membership services, attendance at programs, and use of consulting services.
- Engage in annual professional development activities, as determined in consultation with the AVP of Consulting, that further enhance individual and team capability to meet or exceed annual business goals.

### **The Requirements**

- Bachelor's degree required, with a minimum of seven (7) years of progressively responsible experience in higher education governance, leadership consulting, organizational development, or a related advisory or client-facing environment.
- Demonstrated experience working with college and university governing boards, presidents, senior leadership teams, and/or institutionally related foundations, preferably within a membership association, nonprofit, or consulting context.
- Proven ability to design, scope, and oversee governance-focused consulting engagements—including board workshops, retreats, and advisory consultations—that address root-cause governance or leadership challenges.
- Strong judgment and interpersonal skill in navigating sensitive board, leadership, or organizational dynamics, with discretion, professionalism, and a client-centered service orientation.
- Experience cultivating and sustaining long-term client relationships that result in repeat engagements and expanded scope of work.
- Demonstrated ability to support business growth activities, including opportunity identification, proposal development, pipeline management, and collaboration with marketing or thought leadership initiatives.
- Experience coordinating and supporting external consultants or subject-matter specialists, including engagement oversight, quality assurance, and alignment with organizational standards and frameworks.
- Ability to provide content or technical guidance and review consulting deliverables to ensure consistent, high-quality, and mission-aligned outcomes.
- Strong collaborator and communicator, with excellent written and verbal communication skills and experience contributing to webinars, publications, presentations, or other thought leadership efforts.
- Availability for limited travel, as needed.