

JOB DESCRIPTION

Job Title:

Consulting Coordinator

Department:

Consulting

Reports to:

Natalie Boehm, Senior Director of
Governance and Leadership Consulting

Effective Date:

October 2026

Job Summary:

The Consulting Coordinator is responsible for enhancing the business development success, operational effectiveness, and relationship development of the Consulting team. This position supports consulting engagements for the team and serves as a warm welcome to the organization. The Consulting Coordinator promptly connects members with appropriate services, proactively helps the team develop business relationships and thinks creatively to solve member and client problems. The Consulting Coordinator is a strong communicator, pays close attention to detail, and can independently solve problems.

Duties/Responsibilities:

- Serve as an initial point of contact for AGB members, clients, and prospective clients interested in consulting services through inbound phone calls, emails, and webforms.
- Support scheduling meetings, calls, and events for the Consulting team and AGB's senior consultants.
- Implement internal business processes, including administration of consulting contracts and outbound business development activities.
- Proactively support management of the consulting lead pipeline, including monitoring and reporting on prospect and proposal status and helping the team manage and contact their leads.
- Support the Consulting team as they manage their engagements, including monitoring key dates and quality assurance outreach.
- Develop broad understanding of the range of AGB's thought leadership and resources to proactively identify and send resources that support consulting engagements.
- Assist consultants and the team in creating high-quality consulting deliverables, including designing slides, editing reports, and ensuring brand alignment.
- Research prospective and contracted clients' background for information that can influence the design and delivery of consulting engagements.

- Manage and update the Consultant Resource Hub with the latest resources for consultants.
- Facilitate members' journey through membership services, participation in events, and use of consulting services.
- Support the implementation of the Consulting team's strategic initiatives.
- Engage in annual professional development activities, as determined in consultation with the Senior Director, that further enhance individual and team capability to meet or exceed annual business goals.

Required Skills/Abilities:

- Critical Thinking to evaluate complex problems, propose solutions, and adapt to evolving business needs.
- Strong verbal and written communication skills with attention to detail. Accurate management of data, documents, and deliverables. Proactively identify and correct issues before they reach members, consultants, or colleagues.
- Capacity to collaborate across departments and with senior leadership to achieve shared objectives.
- Professional demeanor and strong customer service orientation. Experience interacting with executives and board members in a professional setting.
- Ability to build rapport with clients and internal stakeholders.
- Ability to review written materials, including reports and slides, against quality and branding standards.

Education and Experience:

- Bachelor's degree required.
- 1-3 years of professional experience in business development, customer service, or client support.
- Experience in consulting support, sales support, higher education, or other professional services businesses focused on executives preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

AGB is a hybrid workplace. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

This position starts at \$64,000 with a range of \$51,000-\$77,000.

To apply, please send CV and cover letter to bbarcheski@agb.org