

Firm Overview

gothamCulture is a client-focused organizational development firm that has built a reputation worldwide for developing and cultivating long-term partnerships with organizations providing culture, leadership and strategy solutions. We utilize a unique set of skills and talents in concert with our client's expertise in order to help organizations transform the way they 'do business' to best serve their employees, customers, and shareholders. By combining proven organizational theory with cutting edge assessment techniques, programs, and strategies, gothamCulture helps organizations prepare for the evolving challenges they face as they navigate change.

Core Values

Unwavering Integrity

We are honest with each other, our clients, and about our own competence. We do what's right, even when no one is looking.

Committed to the Core

We feel a deep responsibility to each other and to our clients. We act with empathy and with the best interest of others in mind.

Maniacal Pursuit of Excellence

We have an obligation to ourselves, our clients, and other stakeholders to never settle for anything less than excellence. It's the standard to which we hold ourselves and what others deserve from us.

Relatable Expertise

We remain humbly confident in our own capabilities and expertise. We pride ourselves in our ability to relate to our clients in an approachable, transparent manner.

Authentic Community

We connect with each other in authentic ways because we know that together we can do more than any of us could alone. Each of us plays a unique part in fostering a community of involvement and inclusion.

Position Overview

gothamCulture seeks a motivated and results-oriented professional to be based out of our Washington, DC office who is interested in supporting a rapidly growing organizational development firm and team in the role of Analyst. The Analyst role will be responsible for providing rigorous data analysis and reporting to our clients with a significant focus on our Federal government clientele. Qualifications include:

Organization/Planning

- Ability to work under pressure and handle highly sensitive issues.

- Skill in serving as an analyst in support of a fast-paced team of management consultants. Projects may range from broad, organization-wide initiatives to client needs that are more limited in scale.
- Ability to manage a rigorous work schedule, multiple priorities, and competing demands with flexibility and adaptability.
- Ability to work with a virtual team and leadership, and proactively communicate needs and/or updates.

Communications

- Ability to know your audience, making the complex easy for others to understand regardless of level within the client organization. Superb verbal and written communication skills, with both an internal and external focus.
- Ability to incorporate data visualization, to support consumption of large and complex data sets, and as appropriate to the target audience.
- Experience communicating through various media, including web-based tools, phone, technical documentation, and presentation.

Teamwork

- Ability to work collaboratively across different stakeholder groups and levels to quickly and effectively design solutions to business issues that keep engagements moving forward.
- Ability to work outside of comfort zone on a regular basis, providing help and support to the team with little notice.
- Ability to effectively partner across geographic locations and time zones.
- Ability to work with and manage relationships between and amongst both firm and client organizational structures and personnel.

Client Focus

- Ability to engage in client-management relationships to foster gothamCulture presence, meet client needs, and ensure client satisfaction.
- Impeccable professional standards regarding client service and confidentiality.
- Ability to seek to understand client needs and translate into tasks needed to meet client objectives.

Analytical

- Ability to quickly and accurately analyze large amounts of quantitative and qualitative data and provide keen insights in a clear and concise manner
- Ability to use advanced quantitative analysis tools and programs
- Ability to tell the “story” of a data set through graphic visualization.

Leadership

- Ability to work independently
- Basic project management skills

Computer Skills

- Microsoft Office Suite (in particular Microsoft Excel, Access, Visio, and PowerPoint).
- Google Apps Suite.
- Other graphic visualization tools.

Optimal Background

- Bachelor's degree in Business Administration, Quantitative Analytics, or Psychology required.
- Prior experience servicing Federal government clients strongly desired.
- Experience in the fields of Research & Development (R&D), and/or Systems Engineering (SE), and Test & Evaluation (T&E) preferred.
- Familiarity with the Planning, Programming, Budgeting & Execution (PPBE) Process for the United States Federal Government.

General Qualifications

- 1-3 years of analyst experience or experience in management consulting
- Regular attendance and punctuality
- Legally authorized to work in the United States
- Able to pass a background investigation
- Able to obtain a security clearance

Location and Travel Requirements

- The position is based in Washington, DC.
- Minimal travel may be required to support client needs.

Compensation

- Base salary and bonuses
- Health care stipend
- 401k plan with company match available
- STD/LTD/Life Insurance coverage
- Flexible Spending Account (FSA)

Contact Information

Please send résumé and cover letter to: jobs@gothamculture.com with "Analyst Application – FirstName LastName" in the subject line.