

# SENIOR ASSOCIATE

## 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 motivated and results-oriented candidates who are interested in being part of a rapidly growing organizational development consulting firm. The Senior Associate will be responsible for supporting client engagements and serving as a trusted advisor to a discerning clientele representing some of the world's most recognizable

brands. This position will lead project teams under the direct supervision of a Partner and will also be heavily involved in business development.

- Client Support
  - Serve as a senior practitioner on client engagements in the areas of organizational culture, change management, team effectiveness, organizational assessment and strategic planning. Projects may range from organization-wide initiatives with multiple projects to specific and high-priority client needs that are extremely limited in scale and scope
  - Bring an outside-in perspective to gothamCulture, ensuring that industry best practices and creative solutions are part of our practice
  - Have a proven track record of successfully servicing organizational culture, change management, team effectiveness, organizational diagnostic and strategic planning interventions
  - Ability to work collaboratively across organizational boundaries to quickly and effectively design solutions to address client issues
  - Ability to develop relationships with clients in order to foster gothamCulture presence and to ensure client satisfaction
  - Experience with senior-level stakeholders
  - Proven analytical skills and an ability to make the complex easy for others to understand
- Project Supervision
  - Ability to drive projects from planning through implementation with limited support from a Partner
  - Experience with a project management tool (Teamwork, Asana, Quickbase, etc.)
  - Ability to organize project teams, comprised of junior staff and subcontractors, to meet client expectations
- Business Development
  - Drive continuous business development through the use and mastery of the gothamCulture sales process

Successful candidates will possess the following qualities:

### **Organization/Planning**

Demonstrates strong organizational skills, handling many tasks simultaneously. Effectively prioritizes to ensure all deadlines are met and all issues are resolved.

### **Communications**

Communicates in a clear, concise, and understandable manner both orally and in writing internally and externally.

### Teamwork

Demonstrates strong interpersonal skills, works toward team success and removes barriers to cooperation and teamwork across organizations and client networks.

### Analytical

Thinks through tasks and issues methodically, identifies root causes, develops and presents sound and workable solutions. Pays attention to detail and achieves consistent accuracy. Continuously seeks a deeper knowledge of the business processes and systems to better resolve issues as they arise.

### Leadership

Builds leadership and organizational capability by breaking down barriers, seeking optimal solutions to problems across the firm, with vendors, and with clients. Takes initiative and responsibility to improve work processes, documents those processes, and communicates to work group. Goes the "extra mile" to learn and understand job functions as well as overall business to achieve a high level of output and satisfaction. Results oriented.

### Management Responsibility

- This role will be responsible for leading project teams and will be expected to lead teams of junior Associates and subcontractors to meet deadlines.

### Computer Skills

- Microsoft Office Suite, Google Apps Suite, Project Management software

### Optimal Background

- Master's degree required; advanced degree (particularly in I/O or organizational psychology or OD) preferred
- 6-8 years organizational development consulting experience and/or management consulting experience

### Minimum Qualifications

- Graduated from an accredited College/University Master's program
- Able to provide two letters of recommendation
- Regular attendance and punctuality
- Legally authorized to work in the United States
- Must be able to pass a background check

### Time Commitment

- This job will be on a full-time basis
- Up to 75% travel required

### Location

- New York, NY

### Compensation

- Base salary and bonuses
- Healthcare benefits
- 401k
- Life insurance
- AD&D
- Short-term disability
- Commuter benefits
- Flexible Spending Account (FSA)
- Health Savings Account (HSA)

### Contact Information

Please send résumé and cover letter to: [info@gothamculture.com](mailto:info@gothamculture.com) with “Senior Associate Application – FirstName LastName” in the subject line.