



Fio Partners, LLC

Associate

About Fio Partners:

Fio Partners, LLC is a national consulting firm serving nonprofits, foundations, collaboratives, government agencies, and their boards. Fio is Latin for “become.” We believe that each of our clients is in the process of evolving. As thought partners and strategy consultants, our primary role is to empower clients to create lasting change by supporting informed choice-making.

We provide customized services to support organizational growth and leadership, including strategic planning, partnerships and alliances, executive transitions, research and evaluation, board and team development, and professional learning. Fio’s information-rich and inclusive processes support purposeful inquiry and decision-making. Our consultants bring extensive practical and leadership experience to the nonprofit sector. We typically work in teams tailored to meet our clients' specific needs and leverage our staff's expertise.

Please visit our website at www.fiopartners.com to learn more about our firm.

The Associate Role

Fio Partners is currently seeking a collaborative, resourceful and adaptable full-time Associate to join the firm. The Associate will serve in a client-centered role, providing support and/or leading client engagements, facilitating strategic conversations and leading workshops and learning experiences.

Associates will typically be involved in the following activities:

- Lead strategic planning, strategic alliance, and search and transition engagements with clients.
- Conduct assessments of organizational strengths, challenges, and capacity; analyze the external ecosystem to identify opportunities; and guide clients in developing strategic pathways to enhance impact, strengthen systems, and achieve their goals.
- Contribute to information-gathering activities, including desk research, reviewing and customizing surveys with clients, analyzing survey results, developing interview and focus group questions, taking thorough notes in live interviews and focus group settings, and theming qualitative data.
- Collaborate with Fio staff to move from client data analysis to meaning making, documenting insights in narrative and presentation formats.
- Plan and facilitate meetings with boards, staff, and stakeholders including developing agendas and meeting reports, preparing and delivering presentations to clients and developing session outputs. Travel may be required to lead in-person meetings and retreats.

- Manage project teams and timelines to ensure effective coordination, communication, budgeting, and progress.
- Serve as a trusted advisor to our clients, including Executive and Board coaching engagements.
- Support sales initiatives as needed by attending discovery calls, writing proposals or attending finalist interviews.
- Develop content for and facilitate workshops, multi-session cohorts, and communities of practice.
- Contribute to our firm's knowledge, practices, tools, and resources.
- Participate in Fio staff meetings, staff and network convenings, and learning opportunities.

Associates will typically have:

- 5-7 years of relevant experience in the social sector (nonprofit, philanthropic, and/or government).
- Previous experience with consulting and/or project management.
- Excellent organizational, problem solving, critical thinking skills.
- Strong client service experience and commitment to sleeves-rolled teamwork.
- Outstanding communication and writing skills, including the ability to clearly synthesize complex information.
- Excellent facilitation and presentation skills, in virtual and in-person environments.
- A solid understanding of nonprofit management and organizational development concepts.
- Desk research and basic data analysis skills (e.g., use of SurveyMonkey, qualitative data theming).
- Ability to work well both as a member of a team and independently.
- A dedication to personal and professional development, with intellectual curiosity, creativity, and a strong enthusiasm for managing a variety of engagements.
- Commitment to the principles of Diversity, Equity, and Inclusion and to the ongoing personal and professional learning they require.
- Comfortable adapting to and learning new technology platforms, such as Zoom, Asana, Zoho and Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint.
- Familiarity and comfort with nonprofit evaluation activities (e.g., the development of logic models) and financial modeling (analyzing the costs and potential profits of taking on new projects or business operations) not required but favorably considered

We offer competitive compensation and benefits, including:

- **Compensation:** This is a full-time employee position. The salary range is \$85,000 - \$100,000 annually, commensurate with experience. The title and salary for the position will be determined by the selected person's qualifications and experience.
- **Holidays:** Fio Partners provides 12 paid holidays (6 fixed days and 6 floating days). Fio is closed between Christmas Eve and New Year's Day.
- **Paid Time Off (PTO):** This position offers 120 hours/15 days of PTO.
- **Health Care:** A \$6,000 annual reimbursement toward purchasing a health care plan on the state healthcare benefits exchange.

- **Retirement:** An employer-sponsored 401(k) plan after six months of employment, offering an up to 3.5% match
- **Home Office Benefits:** An annual office allowance and reimbursement for up to \$50 a month in phone and internet expenses.
- **Professional Development Funds** of up to \$500 a year.
- **Work Environment:** This role is primarily remote, with required travel for in-person client engagements, multi-day internal retreats, and agency events. Some overnight stays will be necessary. Candidates living in CT, RI, or MA are preferred.

How to Apply

Interested candidates should submit a resume and cover letter to search@fiopartners.com Please write "Associate position" in the subject line. Your cover letter should help us understand the relevance of your education and experience, why this role excites you, and what you would bring to it.

Fio Partners, LLC actively seeks a diverse pool of applicants. We are committed to providing opportunities for all employees and applicants and do not discriminate based on race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under local, state, or federal laws.