

The Curtis Group – Associate Consultant

The Curtis Group, a leading national fundraising consulting firm, is seeking an Associate Consultant to join our growing team. The Associate Consultant position offers an opportunity for an individual with a demonstrated interest in and passion for nonprofit development to build foundational fundraising consulting skills and assist our clients in building fundraising capacity and increasing impact.

The position works directly with the firm's leadership and consultants to manage our clients' campaigns, assessments and studies. Successful candidates will be able to manage multiple client engagements and produce strategically thoughtful written materials of the highest quality, ranging from abbreviated case statements to robust campaign planning study findings.

Responsibilities include but are not limited to:

- Serving as a day-to-day project manager for multiple client engagements, coordinating timelines, deliverables, meetings, communications and follow-up to keep projects moving forward
- Anticipating project needs and next steps, identifying potential challenges or gaps, and proactively communicating with internal teams
- Drafting, editing and synthesizing information into high-quality client-facing materials, including case statements, campaign and study materials, presentations, reports and other fundraising communications
- Analyzing qualitative and quantitative information from interviews, surveys, prospect research and other sources to identify themes, insights and implications for client strategy
- Conducting prospect research and synthesizing findings to support client strategy
- Contributing thoughtful analysis and perspective to planning studies and campaign strategy under the guidance of senior team members
- Developing trusted partnerships with clients, volunteers and internal project teams
- Preparing for and participating in client study, assessment and campaign meetings
- Supporting preparation for formal presentations to clients and their boards
- Maintaining timely follow-up after client meetings and ensuring project timelines for key deliverables are met
- Seeking and sharing industry trends with teammates
- Representing The Curtis Group at industry events and within regional nonprofit and philanthropic communities, as appropriate

The successful candidate will work well on a team as well as independently within established guidelines, be an energetic, self-directed, flexible, organized, detail-oriented individual with the ability to manage multiple priorities and tasks at one time and meet frequent deadlines. The candidate must demonstrate strong critical thinking and problem-solving skills, sound judgment, and an ability to anticipate needs and next steps. This is a writing-intensive position and it is imperative that they possess superior written communication skills and experience. The

candidate must also have excellent verbal communication and presentation skills, be proficient in Microsoft Office, and hold a minimum of a BS/BA degree. The position requires 3–5 years of relevant fundraising/development, nonprofit consulting, or closely related experience. Occasional after-hours meetings/events and travel are required.

This full-time position requires a professional who has demonstrated success in a fast-paced, dynamic, multi-faceted organization. This is a remote position, with periodic travel to client sites. Seeking candidates in the Hampton Roads and Central Virginia regions. The Curtis Group offers a competitive salary for this position in the range of \$65,000-\$73,000 (depending on experience) with opportunity for growth. A generous benefits package includes health, life, disability, and dental insurance, retirement plan (with company match), paid time off, and holidays.

Applications will be reviewed on a rolling basis, with priority given to those received by Friday, October 9, 2026. E-mail cover letter, resume, and salary requirements to:
Rachel Kimble, Senior Consultant (Rachel@thecurtisgroup.com)