

**Freedman Consulting, LLC: Administrative Associate
Washington, DC***

Freedman Consulting, LLC, a strategic consulting firm, seeks a proactive, strategic, and detail oriented Administrative Associate to join a mission-driven organization working for the public interest. The Administrative Associate will provide scheduling and administrative support for the firm's President and Executive Vice President, support external firm communications, and contribute to areas of the firm's overall administration and operations.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

The primary responsibilities for the Administrative Associate include:

- Scheduling and administrative support for the President and Executive Vice President, including managing calendars, meeting preparation, and any travel needs
- Managing the President's and Executive Vice President's briefing and project needs, including gathering information from relevant client teams and light individual research
- Tracking and coordinating business development efforts
- Working with senior leadership on firm communication and social media efforts
- Performing light accounting duties, including client invoicing
- Supporting firm administrative and operational needs, including office inventory and supplies, firm events and meetings support, internal document management and storage

Qualifications of the Ideal Candidate:

A bachelor's degree and 1-3 years of previous work experience is preferred. The ideal candidate will have previous experience with scheduling or administrative support duties. Applicants should possess strong attention to detail, the ability to effectively manage multiple tasks and meet deadlines in a fast-paced environment, professional verbal and written communications skills, a proactive nature, and an interest in the overall client values and mission of the firm. Salary and benefits are competitive.

To apply, please submit your resume and cover letter to AA@tfreedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not

discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**All Freedman Consulting employees are currently working remotely during the ongoing COVID-19 pandemic. We currently allow access to our DC office as a workspace and observe safety precautions (vaccination, masking, limited capacity, and distancing). New employees will work remotely and may use the office as a workspace under the same terms. NOTE: This position requires occasional on-site presence in our Washington, DC office.*