



Freedman Consulting, LLC: Program Associate (Based in Los Angeles or Bay Area, California*)

Freedman Consulting, LLC, a strategic consulting firm, seeks a Program Associate to support our California Philanthropic Partnerships project. The Program Associate will provide strategic guidance and project planning, lead research processes, communicate and coordinate with stakeholders, and lead the development of written deliverables for one of our key clients in California with a central focus on public-private partnership development. They will have the opportunity to work on a broad range of issues focused on innovations and impacts for the greater social good including climate and economic resilience, housing and homelessness, immigration, tribal affairs, gender justice, and more. The Program Associate will join a growing team of research and policy professionals with deep experience across the public and private sectors.

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.

Primary responsibilities for this Program Associate include:

- Drafting and leading the development of actionable reports, memos, and other major client deliverables, including for executive-level audiences
- Offering strategic thinking and brainstorming in collaborative team settings to respond to partner needs
- Leading the coordination and management of a working group comprised of cross-sectoral leaders addressing issues at the intersection of climate and economic resilience
- Leading coordination and managing relationships with a diverse array of stakeholders, including through planning and execution of virtual and in-person meetings/convenings
- Providing strategic communications and messaging guidance and support
- Directing and managing research needs to support partnership development
- Delivering support, preparation, and engagement for client meetings and presentations
- Creating work plans and helping scope activities for client projects

Qualifications of the Ideal Candidate:



At least 3-5 years of previous philanthropic, public interest, legislative/policy, consulting, and/or research-related experience is required; previous experience working on climate-related issues, a track record of working on equity-centered approaches to social challenges, and work with California-based philanthropic, nonprofit, or governmental organizations is preferred. Applicants must possess excellent writing, analytical, and presentation skills, attention to detail, and the ability to think through and work on complex issues critically and strategically. Salary and benefits are regionally competitive and based on experience.

The salary range for this position is \$75,000 - \$90,000.

To apply, please submit your resume, a cover letter, and two writing samples to PA@tfreedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. 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.

Freedman Consulting, LLC is committed to providing access and reasonable accommodation in its services and employment for individuals with disabilities. If you need disability accommodation during the application process, contact the Director of Talent Acquisition.

**For employees based in California, work is currently fully remote with occasional in-person meetings and team collaboration. This position can be based anywhere in California, with a strong preference for candidates based in either the San Francisco Bay Area or Los Angeles region.*