



POSITION DESCRIPTION

Duty Action Results Excellence

Position:	Consultant – Military Families and Veterans	Salary Range:	Consultant Range
Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Regular FT <input type="checkbox"/> Contract Other:	
Location:	Arlington, VA	Date Prepared:	December 2011
Reports To:	SVP, Jim Seevers	Approved By:	DVP

The Company: Dare Mighty Things, Inc. is a veteran owned small business located in Washington, D.C., and Portsmouth, NH. As a for-profit management consulting firm, DMT specializes in providing our technology-infused, performance management solutions to government, foundation and nonprofit executives charged with leading significant, large scale social programs. Our clients and their programs are able to produce important social outcomes with great certainty and in less time.

Purpose: Lead consulting engagements to enhance the effectiveness and efficiency of support for service members, military families, and veterans. The incumbent will be the DMT subject matter expert and thought leader on a wide range of programs, including new initiatives from the White House, Congress, and the Department of Defense. The incumbent will also be expected to strengthen client relationships and deliver measurable, quality results. Potential for advancement to project management.

Essential Accountabilities:

- **Seamless execution of consulting engagements.** Operating in a collaborative environment, ensure strategic alignment and achievement of program objectives for our range of projects. This includes planning, needs assessment, problem solving, training, and performance measurement, management, and evaluation. Collaboration with DMT’s creative learning solutions team will focus on quality research and analysis, and timely delivery of learning products for classroom, webinar, and e-learning events. Strong project management skills to be applied in managing cost, schedule, and quality performance.
- **Performance management.** Serve as one of DMT’s resident subject matter experts in the field of performance management and performance improvement. Provide consultation to program managers on all DMT performance management projects, develop team strengths, and advise clients on cost-effective evaluation methods.
- **Strategic relationships and partnerships.** Initiate, execute, and follow-up on communications with existing clients and partners through multiple means, including personal contact, electronic, and social media. Coordinate engagement efforts both internally and externally.
- **Expand program growth.** Expand DMT’s influence and contributions throughout existing programs and related departments. Working closely with capture managers, identify and qualify new and potential projects for service to military families and veterans.

- **Comprehensive reports.** Create audience-focused reports for strategic and operational communications on engagement conclusions, recommendations, performance management, and project effectiveness.

Brand image. Proactively reinforce DMT’s corporate values and image on an on-going basis. Ensure that all knowledge and/or best practices are packaged and disseminated in accordance with DMT’s image requirements.

Minimum Qualifications and Profile:

	Required	Preferred
Education:	<ul style="list-style-type: none"> • Bachelor’s Degree with emphasis in management, business administration, social services, communications, or related area. 	<ul style="list-style-type: none"> • MBA or Master’s Degree in project management, social services, or communications.
Experience:	<ul style="list-style-type: none"> • Ten years of successful consulting experience or military leadership to include work with project/mission-focused teams. • Four or more years of performance management experience on a national scale. • Four or more years successful experience building partnerships/coalitions (preferably in the VA, DOD or nonprofit sector). • Proven record in consulting with national subject matter experts and program directors. • Proven results in performance management and strategic communications. 	<ul style="list-style-type: none"> • Established networks in VA and DOD. • Proven record of success in program development and problem solving in military environment. • Project management experience for small- to mid-sized projects.
Knowledge/ Skills:	<ul style="list-style-type: none"> • Knowledge of a wide range of diverse programs available for service members, military families, and veterans. • Application of varied consulting methods, tools, and techniques that contribute to improved organizational and program effectiveness • Performance measurement and management methods. • Strong leadership and client relationship skills coupled with exceptional networking skills. • Strong interpersonal skills. 	<ul style="list-style-type: none"> • Natural aptitude for mentoring and training others. • Strong analytical skills. • Knowledge of and experience with the unique needs facing service members, families, and veterans – including deployments and reintegration, resilience, grief/loss, behavioral health, and employment and transition support.

To Apply:

Please email your resumé and a cover letter to tm@daremightythings.com. No phone calls please.

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the company reserves the right to modify, add or remove duties and assign other duties as necessary.*