



**Job Title:** Part-Time Associate Consultant

**Location:** Long Island New York

**Hours:** 15–25 hours per week, flexible schedule

**About Us:**

Spara Consulting Solutions is a boutique consulting firm dedicated to helping mission-driven nonprofits grow their impact through strategic fundraising, foundation and grant work, board development, volunteer coordination, and partnership-building. We support a diverse portfolio of clients, from grassroots organizations to established institutions, with services that are thoughtful, personalized, and rooted in nonprofit best practices.

**Position Summary:**

We are seeking a proactive, mission-aligned **Part-Time Associate Consultant** to support client projects with a focus on foundation and grant research, board and volunteer coordination, sponsorship support, and fundraising strategy. This is an excellent opportunity for someone with nonprofit experience who is passionate about strengthening organizations and enjoys working collaboratively in a consulting environment.

**Key Responsibilities:**

- Research and identify grant opportunities aligned with client missions
- Assist in writing, editing, and submitting grant proposals and reports
- Support coordination of board and committee meetings, including scheduling, agendas, minutes, and follow-up
- Assist clients in developing or refining volunteer engagement strategies
- Support sponsorship outreach efforts including list building, correspondence, and tracking
- Contribute to fundraising strategy development and campaign planning
- Help maintain project timelines, work plans, and client communications
- Draft and format materials such as fundraising appeals, case statements, and presentations
- Participate in internal and client meetings, providing notes and follow-up as needed

**Qualifications:**

- 2+ years of experience in nonprofit development, grant writing, or program coordination
- Strong writing, research, and communication skills
- Excellent organizational and time management abilities
- Self-starter with the ability to work independently and manage multiple projects

***Spara Consulting Solutions***

***[www.karencs.com](http://www.karencs.com) / 516.459.9386 / [karen@karencs.com](mailto:karen@karencs.com)***

*Summer 2025*

- Familiarity with CRM databases, Google Workspace, and virtual meeting tools (Zoom, etc.)
- Consulting or client-facing experience is a plus
- Ability to present via phone, in person, video conferencing and text messaging.
- Professional demeanor and commitment to confidentiality.
- Interest in the nonprofit and philanthropic sectors a plus.

**Compensation:**

Hourly rate commensurate with experience. Opportunity for growth and additional hours based on project needs.

**To Apply:**

Please email your resume, biography, and writing sample to Karen Bird at [karen@karencs.com](mailto:karen@karencs.com).

Please share with us your experience and interest in this role. Visit our website at [www.karencs.com](http://www.karencs.com)

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