

EXTERNAL MANAGER

2017 – 2018

Position Overview:

As an **External Manager** for Axis Consulting, you will be responsible for working closely with the Program Manager to gain and maintain relationships with clients. This position will provide you with the opportunity to further enhance your professional communication skills, while gaining client-facing and project management experience.

Your term will run from **June 2017** to **May 2018**.

Responsibilities:

- Gain clients for the consulting teams through emails, phone calls, and in-person meetings
- Conduct research on potential non-profit organizations and contact them in a professional manner
- Manage and book clients to ensure that consulting teams consistently have clients to work with
- Assist the Program Manager with seeking partnerships to help Axis gain credibility and independence

Qualifications:

- Professional communication and prior business communication experience
- Advanced presentation, client interaction, and relationship management skills
- Strong prioritization and time management skills with the ability to multitask
- Passion for working with non-profit organizations

Commitment:

- Commitment is very important; the External Manager should be ready to commit 10-hours per week.

Application Material Required:

- Application form and Resume

Please contact the Program Manager, **Stefanie Huffman** at axis@enactusfu.com with any questions.