



EXTERNAL MANAGER (1)

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 **September 2017** to **June 2018**.

Responsibilities:

- Obtain clients 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
- Represent Axis Consulting at events and showcases
- Work closely with the Program Manager in order to secure partnerships to help Axis gain credibility and independence

Qualifications:

- Professional business communication and prior customer-service 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 and have availability between 9am-4pm on weekdays.

Application Material Required:

- Application form and Resume

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

