

Client Relationship Manager

Part-time position with potential to grow into full-time

About Us

The Sparrey Consulting Group is a talent management company, committed to supporting our exceptional clients as they seek to establish and excel in their careers. Since 2008, we have dedicated ourselves to partnering with our clients throughout their careers to help them become standout leaders. In that time, we have helped clients to gain admission to some of the top business schools in the world, including Harvard, Stanford, Wharton, Booth, Columbia, Kellogg, Haas, and Sloan; and realize goals to work at some of the world's top consulting, technology, and investment firms. We are a growing business with a team of seven professionals, and we seek talented, ambitious, and bright individuals to contribute to our company's success while also blazing a path for their own.

The Role

We are hiring a Client Relationship Manager to work with clients across our growing consulting business. Our ideal team member will answer "yes" to the following questions:

- Do you love helping people become more successful?
- Do you focus on the positive in whatever you do?
- Are you a self-starter?
- Do you enjoy managing projects?
- Do you want a flexible working environment?
- Do you seek an environment that closely links your contributions with your rewards?

In particular, you will:

- **Coach clients:**
 - Marketing our services to prospects through targeted outreach and introductory calls
 - Help clients set their school and post-graduation goals through written and verbal feedback
 - Help establish application strategy and workplan with the client, using SCG templates
 - Research information (i.e. campus clubs, relevant alumni) that support client goals
 - Edit essays, and/or review edits of other SCG readers to ensure consistency with client goals and application workplan
 - Provide empathetic feedback to clients throughout the application process, verbally or in written form
 - Proactively motivate clients to achieve their workplan
- **Support team strategy.**
 - Incorporate all client feedback into continuous review of how to improve SCG processes to further improve client outcomes
 - Gradually become a thought-leader within SCG

Who We Are Looking For?

- **Someone who will easily establish trust with our clients.** Are you someone who quickly develops rapport with anyone you meet? That talent, combined with our proven approach to coaching, helps to ensure our clients' success.
- **High-energy, positive team player.** You must be ready and excited to learn on your feet and help build a growing business. Our team is tight-knit and we thrive on positivity.
- **Fast mover with attention to detail.** We move efficiently while recognizing that getting it right the first time is essential. Our clients expect and deserve the best.
- **Strong communication skills.** Our team needs someone with exceptional written and oral communication skills that ensure smooth operations.
- **Proactive and relentless focus on execution.** You are known as someone who "gets stuff done."
- **Structured thinker.** We want to work with someone ready to suggest ways to improve what we do and offer to our clients.
- **Willing to grow:** We're always looking for new ways to add value, improve our marketing, and attract more talent. The role will grow as much as you want it to!

What We Offer Our Associates

- The ability to chart your individual career path based on your expertise and passions. As part of a startup, you will have the opportunity to grow your role along with us.
- A tight-knit, diverse environment that encourages you to identify new opportunities and provides the support to make them happen.
- Flexible hours, with steady growth potential. Healthcare benefits.

Job Requirements

- A commitment to deliver exceptional customer service.
- A desire to learn, and fierce resolve when presented with a challenge.
- A flexible schedule and commitment to turn around client work in 48 hours.
- Advanced level of experience with Microsoft Office.
- A willingness to learn CRM and project management tools such as Salesforce, Basecamp, etc. Experience or certification is a plus.
- An MBA from a top-ten institution is a plus.
- Experience in MBA Admissions, MBA Career Services, or employer recruiting is a plus.
- Coaching certification preferred

Why The Sparrey Consulting Group?

Working for The Sparrey Consulting Group offers a chance to change lives, gain inspiration and opportunities to grow your own career, and positively impact the world around you. Our team has been built around driven and committed team members who support each other as we look to grow and deliver on our mission. Our clients will inspire you, and our team will make it fun to work together. Flexibility in work arrangements has been key to our success, and we want to support your desire for a flexible, successful career path as well.

Logistics and Compensation

The position will be part-time to start, and will grow depending upon your interest and business needs. Work can be done virtually. Compensation will be determined based on skills and experience. If this opportunity sounds like the right fit for you, please send a cover letter and resume to:

careers@sparreyconsulting.com