



Engagement Manager

Paradigm is a strategy firm that partners with innovative companies to build stronger, more inclusive organizations. We believe that with the benefit of diverse perspectives, our clients will design better products, deliver better services, and build a better world. Since our founding in 2014, we have worked to grow diversity and inclusion (D&I) in more than 300 companies across a range of industries, from technology and financial services to law and media. You can learn more about our clients [here](#). Our work has been featured in The Wall Street Journal, The New York Times, The Atlantic, Harvard Business Review, PBS NewsHour, TechCrunch, and several other outlets.

Our Consulting Team plans, manages, and executes high-impact engagements for clients, while partnering with potential clients to identify needs and design solutions. Here are some of the things you'll work on as an Engagement Manager at Paradigm:

- **Develop client relationships.** You will meet with prospective clients across industries, partnering with key leaders in Diversity, HR, and Talent to help them understand how they can partner with Paradigm to advance their goals.
- **Manage client engagements.** You will manage multiple client relationships from end to end, including scoping projects, managing project execution, coordinating internal team members, and being responsible for key deliverables.
- **Manage team members.** You will manage members of the Consulting team, including managing capacity, reviewing work product, coaching, and delivering performance feedback.
- **Analyze quantitative data and conduct qualitative research.** You'll collaborate with our Data Science team to analyze quantitative data, including recruiting, HR, and engagement survey data, to identify barriers to diversity, equity, and inclusion. You'll also lead qualitative research, using focus groups and interviews to gain better insight into gaps and opportunities.
- **Draft and present client reports.** You'll identify key insights from quantitative and qualitative analyses and collaborate with and manage the project team to draft strategic reports that provide clients with findings and actionable recommendations. You'll then present these reports to clients, answering questions and helping them understand our findings and recommendations.

- **Design and implement high-impact D&I strategies.** You'll partner closely with clients to develop effective strategies, tactics, and tools for advancing D&I goals. You'll then work collaboratively on implementation to ensure the long-term sustainability of our recommendations.
- **Facilitate workshops and trainings.** You'll facilitate workshops and trainings for audiences of all levels, from individual contributors to executive teams.

About you:

- **Project management experience:** You have at least 8 years of work experience managing several client projects at once in a dynamic environment. You prioritize efficiency, and are skilled at delivering high quality work quickly.
- **People management experience:** You have at least 3 years of experience managing people, and are passionate about developing and coaching your team.
- **Professional services experience:** You have experience developing and delivering work product to external clients.
- **Presentation skills:** You are comfortable presenting to large groups and thinking on your feet, whether in a client meeting or in answering a difficult question in a workshop.
- **Work style:** You are looking for a fast-paced environment that challenges you to learn new things every single day, and where you are encouraged to go above and beyond to expand your impact.
- **Passion and familiarity with D&I:** You're passionate about applying your skills to build more diverse, equitable, and inclusive organizations. You're also familiar with research and key themes in the D&I space generally.

Details: This is a full-time role based in San Francisco. Many of our clients have global offices, so this role will involve between 20% and 30% travel time. We offer competitive salaries, equity, and benefits, including healthcare, vision, dental, and a 401(k) with employer matching.

Our commitment to diversity and inclusion: We deeply understand the value of bringing together a team with different perspectives, educational backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.

Does this sound like you? We'd love to hear from you! Send us a resume and cover letter/email to work@paradigmIQ.com.