

The logo consists of four vertical bars of increasing height from left to right, colored yellow, orange, red, and dark red. 

# Measuring Success, LLC

## **Project Assistant / Office Manager**

Our busy and growing company is looking for a motivated full-time employee to assist with our consulting projects. Must have computer experience and be familiar with the Microsoft Office suite, particularly Word, Excel and PowerPoint. Minimal telephone and filing work will also be required. This is a great position for an individual who is ambitious and interested in working with personally meaningful organizations. Must be detail-oriented and have a passion for the non-profit/social enterprise sector.

**Measuring Success** is a growing consulting firm dedicated to creating quantitative performance measurement tools to aid nonprofit managers and boards enhance their organizational effectiveness. Measuring Success was started over four years ago and grew out of work at the Harvard Business School, Kellogg Business School, and Harvard's Kennedy School, as well as its founder's experience at McKinsey & Company and as Director of Strategy for a national non-profit organization. Measuring Success focuses on national, networked non-profit organizations, primarily with associations serving as the outsource headquarters for their affiliates' measurement of key indicators. Our products allow affiliates to compare themselves on key metrics with other peer institutions as well as their own longitudinal history.

Full time position with significant opportunities to grow quickly in responsibility. Salary commensurate with experience. Compensation is competitive with the non-profit consulting industry.

**Seeking candidates immediately! Send a resume and cover letter to:** Jenna Andelman

**Learn more about us:** [www.measuring-success.com](http://www.measuring-success.com)