



Job Description: Consultant

Location: Austin, TX (preferred) or remote | **Target Start Date:** Immediate Opening

Matterlab exists to reimagine entire systems around equity in education, because incremental progress isn't enough. We are a team of educators, school leaders, and communications experts who came together out of a shared passion for impact-driven work and a desire to help nonprofits reach their potential.

Overview

Are you someone who loves strategic planning *and* effective, fast-paced execution? Are you looking to make a greater impact through your career? Matterlab is looking for a **Consultant** to support key accounts through high-level content development, internal project management, and strategic planning. Consultants work directly with the Vice Presidents to support large portfolios of clients across the education sector.

Who We Are

Matterlab was founded in 2017 and is based in Austin, Texas. We work exclusively with social impact organizations within the education sector (nonprofits, foundations, school districts, and others) and serve clients nationwide through strategic planning, marketing, and communications expertise. The Matterlab team and client list have more than doubled each year since founding.

Who You Are

Friends and family would identify you as deeply driven. You are motivated to make an impact in the world, and you are interested in making your contributions at the strategic level more so than in direct service or programmatic implementation. You are empathetic, strategic, goal-oriented, and eager to roll up your sleeves at the same time. You've never been known to say you are waiting on something from someone else; you always feel like the ball is in your court, no matter what, and find ways to move work forward. You get excited by ambitious goals (whether it is to raise millions of dollars, hire hundreds of new staff, launch an entirely new initiative between organizations who are not entirely aligned, or form a first-of-its-kind coalition), and you can approach the work of goal-setting, strategic development, tactical planning, and successful execution both linearly and creatively. You are excellent at forming and maintaining strong relationships with various stakeholders, and you are gifted at motivating and influencing other people through effective questioning, coaching, and communicating. You know when to listen and when to lead. You know when to execute against a request and when to push back. You neither want nor require close supervision in order to be successful. You are eager for feedback, effective at giving feedback, even-keeled, and generally flexible.

What You've Done

- Completed at least four years of professional experience, including direct experience in or strong connection to account management and associated content creation
- Worked with a clear tie to social impact, preferably in education—whether in a professional or volunteer capacity
- Built high-quality relationships with team members and partners or clients
- Earned a bachelor's degree



What You've Demonstrated

- An understanding of the potential impact of effective marketing and communications on organizational culture/mission/goals
- Ability to connect small projects with big-picture goals and to weed out projects that do not support those goals
- Genuine interest in the social sector, preferably education or education-adjacent, and passion for serving the community
- Humility, curiosity, and excellent listening skills in your approach to relationships and problem-solving
- Meticulous attention to detail
- Impeccable verbal and written communication skills
- Strong presentation skills and interest in public speaking
- Ability to effectively manage change and motivate people up, down, and laterally
- Ability to lead, prioritize, and/or contribute to multiple projects simultaneously, meet deadlines, and manage expectations effectively
- A high level of preparedness demonstrated by a well-developed point of view, initial work product, and a recommendation for a way forward when seeking support or meeting with your manager
- Self-motivation and ability to work with little oversight

What You'll Do at Matterlab

As a Consultant, you will manage the workflow of a portfolio of Matterlab client partnerships. A typical portfolio is 3-5 partnerships at any given time, although this varies by partnership size and duration. In managing your portfolio, you will be responsible for:

- **Content Creation:** As a Consultant, your primary function is to create high-quality work on a daily basis. Working directly with a Vice President, you will own content creation for all partners within your portfolio. You will build creative briefs, write all drafts, develop decks, and more. You will not be expected to do graphic design or generate final (designed) deliverables (see Design Liaison bullet).
- **Project Management & Execution:** Plan for and achieve key results aligned to partner goals. Create and manage excellent, transparent, and always-updated Asana project plans for all ongoing projects. Execute on the agreed-upon plans.
- **Sector-Specific Knowledge:** Your work will incorporate research, data, and analytics, provided by the Research Manager. You will review, interpret, and internalize any necessary or supportive information specific to the sector(s) and context(s) within which your partners operate in order to provide effective strategic partnership.
- **Strategic Production:** You will utilize your expertise and judgment to develop effective deliverables to help partners reach their organizational goals and orient the VPs to those deliverables.
- **Design Liaison:** Collaborate effectively with Matterlab's internal Creative Management Team for prioritization, clarity of expectations, and production process (often with multiple rounds) for all designed deliverables for partners. Serve as the primary content strategist (goal-setting, scoping, etc.), the partner's advocate to the Creative Management Team, and the team member responsible for ensuring successful completion on deadline.
- **Special Projects:** Assist with other special projects as needed, as is expected of all team members across the company. Our business is growing, new opportunities arise frequently, and we often need to deploy team members to new and exciting special projects that help us achieve greater impact.



Working at Matterlab

- The annual base salary for this position is between \$55,000 and \$70,000. The Consultant will also earn commission for generating new business or expanding existing partnerships.
- Unlimited vacation policy (with requirement that you take at least 2 weeks of paid vacation)
- Employee health, dental, and vision benefits available
- Company-wide volunteer days twice per year
- Paid 4-week sabbatical after 5 years of service
- 401k with matching contribution up to 2%
- Convenient office location in Austin at Matterlab's South Congress Studio
- The parameters of this position are flexible: the role will begin on a contract basis and include the option to extend into an ongoing role. We welcome individuals who live in Austin, TX or elsewhere to apply.

Application Process

Interested individuals should [apply here](#). Applications are being reviewed on a rolling basis with the intent to fill the position as soon as possible. The Matterlab team carefully reads the open response questions on the application, so we encourage you to take your time to prepare a thoughtful response.

Matterlab is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, or other characteristic protected by law. We value diversity and are committed to ensuring an inclusive environment for all Matterlab employees.

More About Matterlab

Matterlab exists to amplify the impact of organizations transforming life outcomes for children and families.

We cultivate long-term, close partnerships with clients. As a seamless extension of our clients' own teams, we work collaboratively and bring a full range of services to the table, including business strategy, creative development, digital marketing, messaging platforms, communications execution, and thought leadership support.

Our small-but-mighty team operates in an energetic startup culture focused on achieving scalable and sustainable results. Together with our clients, we impact more than 10 million children nationwide.

Across our country today, more than 15 million children—21% of all children—are living in poverty, and only 10% of low-income children graduate from high school ready to succeed in college. We work in partnership with organizations and communities to change this unacceptable reality.

Our Core Values

MAKE IT MATTER.

We focus on what is most important—making a sustainable impact on life outcomes for children and families.

DIG DEEP.

We get close to the people closest to the work in order to understand problems and opportunities.

EXPERIMENT.

We enjoy getting unstuck and seizing the opportunities in ambiguity.

START A CONVERSATION.

We know nothing is more powerful than communication and collaboration.

GO FORWARD, ABOVE, AND BEYOND.

We are hardwired to go the extra mile for each other and our clients.

SEEK SIMPLICITY.

We find simplicity on the far side of complexity by asking bigger and better questions.