**Position Summary**

Reporting to a Managing Consultant, our Senior Consultants offer business, operational and other consulting services to small and mid-sized manufacturers in the State of Oregon. In this capacity, he or she manages a caseload of clients and provides strategic assistance, coaching, assessment services, business advice, and hands-on implementation assistance to companies. OMEP’s key practice areas are:

* Manufacturing Operations: operational excellence, manufacturing engineering, advanced technology solutions
* Business Financials and Strategy: top line growth, strategy planning and deployment, financial understanding and product management
* People and Organizational Performance: people development, team and communication dynamics, hiring and effective onboarding

**Essential Duties and Responsibilities**

* Participate in sales calls, perform client assessments, develop proposals, and write service agreements as part of the client engagement process.
* Provide training in a classroom and hands-on setting to client company ownership and staff.
* Interact with client personnel to engage and lead them in strategic planning and business / operational improvement projects and regularly update them on progress.
* Prospect, qualify, close and/or develop and manage clients in order to generate revenues pursuant to the consultant’s and OMEP’s earnings goals.
* Complete project impact statements, success stories, and customer follow-up as defined by OMEP policies and procedures.
* Manage and lead client engagements from beginning to end.
* Follow up with clients and measure results and satisfaction of services delivered.
* Ensure NIST surveys (measuring client assessment of impact of OMEP work) are completed for assigned clients.
* Participate in the development of new training curriculum and service delivery options.
* Manage relationships with industry & community development partners, as well as economic development agencies.
* Manage third-party relationships consistent with OMEP stated third party financial and delivery goals. Provide project support for clients and monitor third party performance.
* Other duties as assigned to support the operation and success of OMEP.

**Qualifications**

* Four-year college degree in engineering or business, or a related field.
* Minimum of five years of manufacturing experience and thorough understanding of how manufacturing companies operate.
* Extensive knowledge of manufacturing operations management with an understanding of the financial and operating issues of small businesses and manufacturers. Actual business, manufacturing, engineering, or operations experience required.
* Knowledge of Lean Enterprise concepts is desired
* Proven ability to build trust and maintain effective working relationships with clients.
* Understanding of business analysis financial tools, and the ability to read and understand financial statements.
* Knowledge of basic enterprise support functions including supply chain management, distribution, sales and marketing, employment law, safety, regulatory requirements, new product development and quality.
* Ability to lead client teams to develop and implement improvement plans.
* Ability to develop and deliver training in a classroom setting.
* Project management skills including coordination, team development, scheduling, budgeting, and tracking results.
* Ability to use critical thinking and be proactive in anticipating and solving problems, and developing contingencies.
* Working knowledge of Microsoft productivity tools.
* Excellent written and spoken communication skills.
* Strong interpersonal and emotional intelligence competence.
* Ability to work independently but have strong self-initiative to fully utilize skills within and outside OMEP.
* Previous consulting experience strongly preferred
* Must use personal vehicle for fieldwork. Valid U.S. driver’s license is required.

**Senior Consultants** undertake all essential duties and responsibilities listed in this job description. They typically have considerable experience in manufacturing, either within or outside of OMEP, and are able to bring a business perspective to the client relationship. These individuals will have a strong business acumen and will be comfortable discussing company financials with the client. They are typically the lead on new sales opportunities to support their utilization particularly with existing clients. Senior Consultants are sometimes positioned to manage client relationships, and may be assigned to manage rural or remote territories. Senior Consultants should have strong networking and presentation skills and have ability to manage OMEP relationships with community partners, third party providers and clients. The key focus for Senior Consultants is delivering comprehensive services utilizing advanced competencies and generating follow up project work with existing clients.

**This is a Regional Consultant Role and some or all of the following responsibilities apply:**

Regional Consultants undertake all essential duties and responsibilities listed in this job description. In addition, they manage selling and community development in their set geographic territory outside the Portland/I-5 Corridor metro area, which is supported heavily by OMEP headquarters. They develop strong relationships with their local economic development and workforce systems, initiate sales calls, perform assessments and scope work, close sales, and help determine if third-party support is needed on client projects. After assignment, the Regional Consultant continues in a project management role with the client to ensure appropriate delivery against scope, manage the client relationship over time, and scope and sell follow up opportunities. They also serve an advisory role to the OMEP President on strategy development and implementation in their territory.

**Compensation**

* Base annual salary of $110,000 to $130,000 DOE, incentive plan, generous health/dental/vision/life/disability insurance, retirement and paid time off.

**About OMEP**

Incorporated as a 501(c)(3) nonprofit corporation in 2001, the Oregon Manufacturing Extension Partnership (OMEP) provides high performance business and technical assistance to Oregon’s small to mid-sized manufacturers. OMEP is an integral part of Oregon’s statewide manufacturing strategy, as it seeks to transform the factory floor and beyond to create a ripple effect of positive sustainable impact on businesses, the workforce, and the community. As one of a network of 60 independent but collaborating MEP centers nationwide, OMEP can bring integrated and standardized services and training to the manufacturing community that benefit from industry driven best processes and practices. Partnering with the Oregon Business Development Department, as well as other economic development organizations across the state, OMEP brings its expertise to a wide variety of Oregon manufacturing companies that have up to 500 employees, with services tailored to meet each company’s most critical needs. Manufacturing Extension Partnership (MEP) is a resource area of the National Institute of Standards and Technology (NIST). For more information about OMEP, see http://www.omep.org.

*NOTE: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*