



Do Good. Do Well. Win.™

Job Description / Analyst

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About BrownFlynn

Founded in January 1996, BrownFlynn is a leading corporate sustainability and governance consulting firm. In our early days, we provided strategic change management communications services to corporate clients. By 1998, the Firm developed a niche in strategic philanthropy that we referred to as “community relationship management.” Over time, we evolved our offerings and now exclusively advise Fortune 500 and privately held companies on corporate sustainability and governance. BrownFlynn partners with our clients so they can achieve positive and tangible social, environmental, and economic impact—leading to sustained value.

Analyst Overview

The Analyst position is an entry-level, client-facing role requiring occasional travel. Reporting directly to Senior Consultants, Analysts provide support on client engagements such as materiality assessments, writing sustainability reports, and setting goals. Therefore, Analysts are measured on their performance in Problem Solving, Communications, Client Deliverables, and Client Relations.

Please view sample [case studies](#) to learn more about our client projects.

Primary Job Functions

- Prepare materials for various client deliverables and new business pitches
- Support project lead in research and writing
- Participate in client meetings and workshops
- Assist the Firm’s principals and consultants in general business development research, marketing, and other Firm-development tasks

Responsibilities

Support Client Engagements

- Conduct desk-based research on clients, industries, and market trends
- Synthesize findings into key themes, analyze information to develop conclusions and draft recommendations
- Write and edit sustainability reports and other client communications
- Participate (as appropriate) in client meetings and workshops; document meetings

Support Firm and Personal Development Activities	<ul style="list-style-type: none">▪ Research trends, prospects, etc.▪ Contribute to development of thought leadership pieces▪ Develop and share tools that can be used across the Firm▪ Participate in recruiting (as appropriate), help organize team building activities▪ Follow a personal professional development plan to include internal learning, coursework, webinars, local conference attendance
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Requirements

Background and Expertise

- Bachelor's Degree—liberal arts (e.g., economics, sustainability, English/communications) or business preferred
- Demonstrated critical thinking and analytical skills
- Superb written and oral communication skills
- Penchant for service excellence and a collaborative style
- Ability to dynamically prioritize and adjust to change and/or business growth with a customer-focused orientation
- High level proficiency in use of Microsoft Office programs

Sustainability Experience

- Knowledge of and interest in corporate sustainability
- Relevant coursework a plus

Personal Characteristics

- Results oriented; motivated; displays initiative
- Strong interpersonal skills to interface effectively with multiple levels of consulting staff and client personnel
- Quick learner
- Detail oriented; takes pride in work
- Collegial; works well with peers
- Grounded in integrity
- Strategic
- Passionate
- Active listener
- Implementer of solutions with a "roll-up your sleeves" approach

Classification: Full-Time

Compensation: Negotiable, commensurate with experience

Location: Cleveland, Ohio