



Construction Business Consultant

Position Description

Type of Employment: Full-time (hourly, non-exempt)

Reports to: Consulting Team Captain

Overview

The Construction Business Consultant is responsible for working directly with construction and design firms to develop their business systems. They lead in-person and virtual meetings to generate annual work plans for business development tasks. The Consultant provides training on estimating, project management, and job cost accounting. They support companies with human resources and personnel challenges, work on sales and marketing strategies, and provide high-level expertise to business owners looking to improve their operations, effectiveness, and profitability. The Consultant helps companies to develop the triple bottom line aspects of their business, with a focus on People, Planet, and Prosperity.

Key Responsibilities of the Role

- Develop meeting agendas and facilitate one-on-one and group meetings.
- Lead companies through the development of their operating budget.
- Review and analyze regular financial reports.
- Set up job cost accounting systems, including time tracking and job reporting.
- Manage the completion of tasks defined in a company's work plan.
- Lead training sessions, both one-on-one and for groups.
- Review documents for clients, including but not limited to proposals, estimates, contracts, job descriptions, marketing materials; and provide editing and writing support.
- Create guiding documents explaining processes, either tailored to specific companies or for general use on our blog or training handouts.
- Support companies in ownership transition planning.
- Conduct regular "check-in" calls with business owners and key staff.

Preferred Experience

- Experience working in the construction industry, in a leadership or management position.
- Experience in financial analysis and planning in the context of small businesses.
- Experience working with employee-owned businesses and worker cooperatives.
- Empathy and interpersonal sensitivity; great listening skills; emotional agility.

- Clear communication style with an emphasis on teamwork and collaboration, and an ability to work independently.
- Demonstrable competency in strategic planning and business development.
- Ability to analytically break down problems into their core issues and draw conclusions for appropriate resolutions.
- Ability to train clients on bookkeeping, sales, estimating, and project management systems.
- Strong writing and public speaking skills.
- Aptitude with technology including video and phone communications (experience with QuickBooks, and construction estimating and project management software a plus).
- Passion for being part of a progressive mission-driven company that is committed to climate justice with an understanding of the intersections of climate change with racism, capitalism, and patriarchy.

Compensation: \$46/hour or \$96,680 annually (at 40 hours/week)

HELM is committed to pay equity, and our goal is to eliminate systemic bias and discrimination that relates to the historical undervaluation of work. We are committed to ensuring that all HELM employees are compensated equitably for performing the same or similar work, or work of equal value. HELM uses fixed-tier compensation and lists hourly rates in job descriptions as part of our anti-oppression mission. Everyone working at the same job tier—Project Manager, Business Consultant, etc.—is compensated equally. Compensation in each tier is equal regardless of geographic location, years of experience, education level, etc. Openness about wages lets us course-correct for internal biases around negotiating and ensure that equal work receives equal compensation.

Employee Benefits: As an employee of HELM, you are eligible for a number of benefits including an annual continuing education and coaching allowance (\$2000), paid time off (15 days a year to start plus birthdays off), 16 hours of paid volunteer time, a Health Reimbursement Account (\$450/month towards health insurance & expenses), and a 401k retirement plan (3% company contribution). Please refer to the Employee Handbook for more details about benefits. To be considered a full-time employee you need to work at least 36 hours a week on average.

Remote Work Policies: We anticipate your primary workspace will be your home office, and we offer workspace in our Brattleboro, VT office for those who want to work in the office. Some travel may be required to client offices. You will be paid for approved travel time and compensated for mileage at IRS standard rates. HELM will provide a laptop computer, cell phone, and any necessary office furniture or supplies that you need to have a productive workspace.

Equal Employment Opportunity

HELM provides equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, or status as a covered veteran, or any other characteristic protected under federal, state or local law. HELM complies with all laws governing nondiscrimination in all areas regarding employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. HELM firmly prohibits any form of unlawful employment discrimination and harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, genetic information, disability, marital status or veteran status, or any other characteristic protected under federal, state or local law. Interfering with the ability of any employee to perform their job duties is not tolerated.

Americans with Disabilities Act (ADA)**Americans with Disabilities Act Amendments Act (ADAAA)**

HELM complies with all federal and state laws concerning the employment of persons with disabilities. The company prohibits discrimination against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to HELM. If you believe you need accommodation because of your disability, you should request accommodation from your manager.