

ASSOCIATE II

COMPANY OVERVIEW

Steven Baldwin Associates (SBA) is a nationally renowned airport management consulting firm that specializes in the management, organizational, and governmental review of airports to ensure facilities are optimally operated in a safe, efficient, and effective manner. For more than a decade, we have performed a wide variety of services including: strategic planning, executive recruitment, organizational assessment, performance benchmarking, and more.

POSITION SUMMARY

The position of **Associate II** will provide support for Aviation client assignments and deliverables. This full-time position is remote with up to 20% travel required. For the right candidate, part-time or project-based work is available.

Typical assignments can include:

- Governance and operational review/analysis
- Organizational structure review and program/department evaluations
- Compensation review and comparative analysis to other airports
- Management support and Board development
- Revenue optimization, including aeronautical, concessions, and non-aeronautical
- Economic development and program support
- Extension of staff services including executive recruitment and retention
- Contract negotiations
- RFP development and solicitations

Responsibilities and Duties

Full-time program administration to support the fulfillment of client assignments and deliverables. Sample responsibilities include:

- Project administrative support using MS Office Suite. Ability to create and manage spreadsheet databases with data collected from industry sources.
- Project research and analysis, benchmarking, report writing and editing.
- Prepare draft reports and deliverables based on data collection and analysis.
- Perform support for client assignments and deliverables, including creating correspondence and reports using templates, editing, and writing memos and transmittal letters.
- Develop Scope of Work narratives, RFPs, and white papers including retainers for potential clients/projects and estimate budgets.

- Develop business through acquisition of new clients and retention of current clients, assess RFPs/RFQs for potential submission, and prepare and manage development of proposals and submissions.
- Maintain client relationships and manage external communication.
- Provide QA/QC on all accounts/projects and client deliverables.

Qualifications and Skills

Communication and Influence

- Proficient with direct interaction of executive leadership teams.
- Able to communicate complex issues in a structured and concise manner.
- Experience in research and analysis and report/presentation development.

Problem Solving and Analytics

- Adept problem solver. Able to gather facts, analyze, and translate data into meaningful insights.
- Knowledge of strategic and financial analysis techniques in business operations and management.

Strategic Thinking

- Capable of connecting ideas and concepts through a business lens.
- Able to quickly identify and resolve issues.
- Able to quickly learn new client businesses.

Education

- Bachelor's degree required; master's degree preferred. Knowledge of or experience in the **airport/aviation industry highly desired** with an emphasis on operations and human resources.

Compensation & Benefits

- SALARY: **Compensation is commensurate with experience**
- Retirement plan
- Healthcare supplement
- Merit bonuses
- Annual COLA

If you have 3-5 years' experience in program administration and/or project management and meet the qualifications above, please send your résumé and cover letter to:

lbelt@baldwinllc.com. For further information about SBA, please visit www.BaldwinLLC.com.

We look forward to hearing from you.

SBA is an equal opportunity employer and does not discriminate the basis of race, creed, color, national origin, sex, or other protected categories. SBA reserves the right to not fill the position. Nothing in this announcement guarantees employment.