



ASSOCIATE

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** will provide research, analysis and technical writing for aviation client assignments and deliverables. This full-time position is remote with up to 10% travel required. **This is an entry-level position and recent college graduates are encouraged to apply.** Training, and development will be provided. SBA offers a competitive salary and benefits package. Knowledge of or experience in the airport/aviation industry is desired but not required. **Bachelor's degree in aviation management, aviation safety or security** is desired.

Typical assignments can include:

- Governance and operational review/analysis.
- Organizational structure review and program/department evaluations.
- Compensation review and comparative analysis of 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 the acquisition of new clients and retention of current clients, assess RFPs/RFQs for potential submission, and prepare and manage the 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 and Experience

- Bachelor's degree is required preferably in aviation management, aviation security or safety. This is an entry-level position and training and development will be provided. Knowledge of or experience in the **airport/aviation industry** is highly desired but not required.

COMPENSATION AND BENEFITS

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

If you are a college graduate with a degree in aviation management or a similar field and are eager to learn the exciting field of Aviation Consulting 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 based on 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.