



Associate Director – Position Description

Why we love working at PIE:

The work we do every day is fascinating – we are privy to cutting-edge business conversations. Our culture and our people make PIE a great place to work. In addition to the generous benefits, PIE values and invests in its employees' health and well-being. We believe our work is in service of our lives. We are committed to ongoing coaching and training. We celebrate our individual and collaborative successes. To nourish our culture and build relationships outside the office, PIE holds annual company golf scrambles and ski outings, participates in cornhole league, and engages in community outreach.

Position Description: This role is focused on developing and maintaining strong client relationships. Associate Directors build and facilitate roundtable communities for C-level executives on a global scale. Associate Directors engage daily with **CFOs, COOs, and CMOs**, among other functions from companies such as **Coca-Cola, Amazon, John Deere, Pfizer, Oracle, and Goldman Sachs**. PIE works on behalf of the world's most renowned professional service firms including **Accenture, Boston Consulting Group, Cognizant, and KPMG**. This is a career-track position; as you grow at PIE, the expectation is that you will manage a full portfolio of projects on behalf of our clients.

Breakdown of Duties and Responsibilities:

- Create targeted groups of potential roundtable members by researching particular fields and functions
- Recruit executives to roundtables via phone and email outreach
- Interview executives intelligently about content outside of your expertise
- Facilitate by-phone and in-person interactions among F500 executives
- Develop a consultative relationship with clients, advising them on how best to leverage our roundtable networks (for business development, research, etc.)
- Participate in PIE business development initiatives
- Produce executive summaries of roundtable sessions for distribution to member executives and clients
- Travel as needed when roundtables are hosted on-site at client locations
- Contribute to internal initiatives (e.g., PIE marketing collateral, research projects, company culture and team building, internal training sessions)
- Supervise and/or direct the work of other PIE employees independently, or as a part of a team, to advance the organization
- Demonstrate independent judgment on behalf of PIE with clients

Qualifications:

Those who thrive in this position are self-starters, think on their feet, and demonstrate superb organizational skills. Associate Directors are eager to learn and improve, enjoy working in a collaborative environment, have an engaging and articulate phone presence and are not afraid to call a CEO. To do well at PIE, individuals must have impeccable verbal and written communication skills and naturally conduct themselves in a professional manner. Our business has been growing for 17 years because we thrive in times of change. We are looking for individuals who embrace change associated with a growing company, have a keen eye for detail, and perform well under pressure.

A bachelor's degree is required for this position. Strong project and client management experience and proficiency in Microsoft Office (Excel, Word, Outlook) are preferred.

** Due to client confidentiality, background checks are required prior to employment.*

Salary Range: Competitive DOQ
Hours: Full-time (General Hours of Operation: 7:00 a.m. – 4:00 p.m.)
Position Location: We are looking for candidates to work with us in our Bozeman, Montana Office
Benefits: Health/Dental/Vision Insurance, Retirement Contribution, PTO, Paid Holidays (including a 2-week paid winter break), Continuing Education/Professional Development Opportunities, Parental Leave, Flexible Schedules, Commission Potential, Travel Opportunities, Charitable Donation Program, Gym Membership Contribution

PIE Values:



Living Full Lives



Make it Happen



Black Tie/White Glove



Smile & Dial



Hungry



PIE PACK



Land of Many Leaders