

Associate

COMPANY OVERVIEW

Since our founding in 2003, Tapestry Networks has developed a distinctive brand and a unique approach in professional services, helping the leaders of some of the world's most important institutions carry out their difficult work more effectively and with greater confidence. We enable this progress by convening networks in which leaders pool intellectual capital in periodic face-to-face meetings and interactions between meetings. Members learn from one another and from top experts, in meticulously curated, intimate and confidential encounters. But our networks do more than leadership education. In many cases, the peer learning that takes place in our meetings leads to important problem-solving in critical areas for business and society. For example,

- Non-executive board committee chairs, regulators, governance experts and corporate executives were able to correct serious deficiencies in corporate board governance post Sarbanes-Oxley and following the global financial crisis.
- Healthcare leaders both public and private from various European countries are addressing the complementary goals of improving patient health outcomes and enhancing the climate for innovation while acknowledging pressures to control healthcare costs.
- Independent directors from major global banks, along with senior executives, supervisors, investors and other key constituencies have been able to strengthen bank governance and risk oversight in a rapidly-evolving regulatory environment following the financial crisis.

THE ROLE

Relationships and insight are at the heart of our work. Associates play a vital role in the success of a Tapestry network driving both the content and logistics of network delivery as fully integrated members of a dedicated team. This may involve doing synthesis and writing in our offices in Waltham on one day, and helping to manage the logistics for and attending a meeting of corporate directors in New York on the next.

The ideal Associate will have excellent analytical reasoning skills, superior oral and written communication skills, and the ability to work and think through problems in a self-directed manner. At the same time, the ideal associate will be comfortable being out in the world and engaging with leaders as part of a Tapestry team.



Key Responsibilities

Research and Thought Leadership

- Conduct primary and secondary research on individuals, companies and markets; and issues central to changes in an industry and its regulation
- Join in calls with directors, regulators, and executives, as well as network meetings, taking detailed and well-organized notes; use these to summarize and communicate key points, takeaways and implications from research, interviews, and meetings.
- Write and edit network-related content, client documents, and other published thought-leadership material

Client and Member Relationship Support

- Participate in network status and strategy meetings, internally and with clients
- Participate in meetings and discussions with board and executive leaders, senior regulators, and other stakeholders and subject-matter experts
- Attend network meetings and events
- Work with Partners, Principals, and colleagues in a manner that helps to build Tapestry's relationships and maintains the firm's premier standing in the eyes of its clients and network members

Project Management

- Anticipate and plan for requirements of tasks, execute tasks in a timely manner, and know when to ask for help
- Assist in management of content production schedules, network activity timelines, and larger projects and assignments as needed
- Assist in coaching other staff



Knowledge and skills

The ideal candidate will have excellent analytical and communication skills, the ability to work and think through problems in a self-directed manner, and a track record of providing guidance and support to senior-level clients and to internal team members.

Competencies

- Superior verbal and written communication skills (applicants must provide a writing sample)
- Superior analytical thinking and organizational skills
- Skill in presenting research findings and insights clearly and concisely, in multiple formats (e.g., Word, Excel and PowerPoint)
- Ability to interact with board-level and C-level executives with confidence
- Demonstrated track record of multi-tasking and prioritizing workload effectively across multiple projects/workstreams and under tight deadline
- Demonstrated problem-solving skills coupled with curiosity and ability to learn quickly
- Interest in and passion for the issues our clients and network members face
- Flexible and creative, able to manage under rapidly changing conditions
- High standards for work products, with attention to detail and timely follow-through
- Motivated by teamwork; enjoy working in highly collaborative environments
- Open to feedback and learning; open to providing feedback and teaching others
- Ethical, confident, creative, and positive attitude

Background and qualifications

- Bachelor's degree preferably in business, public policy or other relevant field
- 2 to 3 years' experience, either in a professional services firm or an institutional setting providing exposure to senior leaders – corporate planning, for instance.