



## Associate

**Connecting leaders. Breaking down barriers. Inspiring Action.**

### The Role

Associates play a vital role in the success of a Tapestry network. Working in a highly collaborative environment, Associates conduct writing and research projects and other assignments under the guidance of Partners and/or Principals. Associates are actively involved in the ongoing dialogues with members and clients. They take part in client discussions and interviews with members to surface issues worthy of the network members' consideration, attend network meetings, and play a key role in creating content.

The role includes the following accountabilities:

#### Research and Thought Leadership

- Conduct primary and secondary research on individuals, companies and markets, business, industry and/or policy issues, government regulations, etc.
- Summarize and communicate key points, takeaways, and implications from research, interviews, and meetings, based on detailed and well-organized written notes
- Write and edit network-related content, client documents, and other published thought-leadership material on the most important industry issues

#### 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 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 of other staff

## Candidate Profile

The ideal candidate will have excellent analysis 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
- Skilled in presenting research findings and insights clearly and concisely, in multiple formats (e.g., MS Word, Excel, and PowerPoint)
- Ability to interface with board-level and C-level executives
- Demonstrated track record of multitasking and prioritizing workload effectively across multiple projects/workstreams and under deadline

### Background and Qualifications

- **Senior Associate**
  - Advanced degree (MBA, MPP, JD, etc.) or equivalent experience
  - 2 to 5 years' experience – with progressive responsibility – at a top-tier professional services firm or equivalent experience in a performance-oriented organization
- **Associate**
  - Bachelor's degree
  - 2 to 3 years' experience, preferably in a professional services firm
- **Senior Associate & Associate**
  - 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
  - High standards for work products, with great attention to detail and timely follow-through
  - Motivated by teamwork; enjoy working in highly collaborative environments
  - Open to feedback and learning; open to teaching
  - Ethical, confident, creative, and positive attitude

*The perspectives presented in this document are the sole responsibility of Tapestry Networks. This material is prepared and copyrighted by Tapestry Networks with all rights reserved. It may be reproduced and redistributed, but only in its entirety, including all copyright and trademark legends. Tapestry Networks and the associated logos are trademarks of Tapestry Networks, Inc.*