

Associate

MARCH 2024

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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.

Responsibilities include:

Research and thought leadership

- Conduct primary and secondary research on issues central to changes in an industry and its regulation, as well as on individuals, companies boards and markets
- 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, documents for sponsors, and other published thought- leadership material

Sponsor and member relationship support

- Participate in network status and strategy meetings, internally and with sponsor leaders
- Participate in network meetings and discussions with board and executive leaders, senior regulators, and other stakeholders and subject-matter experts
- Work with partners, principals, and colleagues to build Tapestry's relationships and maintain the firm's standing in the eyes of sponsors and network members

Project management

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

Candidate Profile

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 executives and internal team members.

Key competencies include:

- Superior verbal and written communication skills
- Superior analytical thinking and organizational skills
- Skill in presenting research findings and insights clearly and concisely, in multiple formats (Word, Excel, PowerPoint, etc.)
- Ability to interact with board- and C-level executives with confidence, as well as with top regulators/policymakers
- 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 thrive 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

Desired background and qualifications include:

- Bachelor's degree preferably in business, law public policy or another relevant field
- 3 to 6 years' experience in an Associate role, either in a professional services firm or an institutional setting providing exposure to senior leaders – corporate strategy and planning, for instance. Senior Associate and Director levels require 6-10 years of experience.