

Director of Consulting

Why might you want to work for PRI? We value 3 things above all else: 1) integrity in all that we do, 2) going beyond what our clients need to ensure their complete and total success, 3) ensuring our employees achieve their professional goals, their needs are met, and that they have an opportunity to contribute their individual ideas and suggestions to grow the business.

The Director of Consulting (DOC) is a key position which oversees and manages all PRI consulting projects, assists with the sales process, and provides consulting services. The primary goal of the Director is growth of PRI's consulting business. The secondary goal is to ensure ongoing delivery, management and quality of PRI consulting services.

The performance of the business overall is highly dependent on quality services and maintenance of its positive, well-known reputation. This responsibility implies that the Director must be highly experienced, motivated, and dedicated to the success of every client and the business itself.

QUALIFICATIONS

- Bachelor's degree or higher related to business administration, technology, or criminal justice
- Demonstrated expertise in current criminal justice trends, operations, issues
- Experience in law enforcement, judicial and correctional records management operations
- Experience in crime reporting programs (UCR/NIBRS)
- Experience in formal project management and the tools used in this field
- Insight into future approaches to criminal justice
- Advanced experience in business process, management and leadership of teams
- Knowledge of diverse business matters such as IT, procurement and training
- Experience in drafting CAD/RMS Request for Proposals
- Experience in drafting consulting services proposals
- Experience in drafting findings and recommendations reports

SKILLS

- Proficiency in MS Office applications
- Familiarity with a wide variety of business management software (CRM, ERP etc.)
- Outstanding verbal and written communications and interpersonal skills
- Aptitude in creative problem-solving
- Ability to develop creative PowerPoint presentations
- Use of CAD/RMS systems
- Proficiency in using MS Excel to measure/calculate various types of data including KPI, financial measures

OVERVIEW

The Director of Consulting serves on the leadership team at PRI. This position oversees, manages and assists with the delivery of PRI consulting services. There are three key components to the role of the Director:

- 1) Achieve consistent growth of the company's consulting business by working with the Chief Growth Officer during the sales process (draft proposals, conduct sales presentations);
- 2) Ensure the consistent delivery of the best possible services to clients by providing consulting solutions related to criminal justice records management and technology;
- 3) Assist in the recruitment and hiring of consultants.

Duties

ASSIST WITH SALES OF PRI CONSULTING SERVICES

- Draft proposals, conduct sales presentations, meetings with clients
- Attend trade shows
- Assist with social media posts and other marketing activities
- Draft PRI articles

RECRUITMENT OF CONSULTANTS

- Recruit new consultants, review consultant job applications and manage the selection process
- Make recommendations to the CEO regarding final selection of new consultants

OVERSIGHT OF CONSULTING CONTRACTS

- Review of contracts to ensure ongoing PRI compliance and completion of deliverables
- Facilitate regularly scheduled meetings internally and with each client to review project progress
- Provide written project updates to clients

DELIVERY OF CONSULTING SERVICES

- Provide project management, business and technical analysis services to clients including:
 - Developing and managing complex project plans
 - Assigning and managing human and technical project resources
 - Conducting needs assessments related to the procurement of new technologies for clients including business process analysis
 - Meetings and interviews with client employees
 - Drafting workflows

- Conducting strategic planning sessions
- Producing findings and recommendations reports
- Obtaining, measuring and calculating client key performance indicators
- Drafting functional and technical requirements for RFP
- Drafting RFP
- Developing vendor rating criteria and scoring matrices
- Coordinating and managing vendor demonstration sessions

LEGAL AND BUSINESS RESEARCH

- Conduct regular legal research to ensure all services are provided according to state-specific legislative and regulatory requirements
- Identify business opportunities to develop sales leads
- Identify industry trends related to criminal justice technology and regulations