



## LEADERSHIP PROFILE

### **BoardWalk Consulting** **Administrative and Marketing Associate**

**Atlanta, GA**  
*(remote, Atlanta preferred)*

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**Finding leaders that matter for missions that matter.®**

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# The Opportunity

[BoardWalk Consulting](#) is a national executive search firm focused on the leadership needs of foundations and nonprofits. Finding leaders that matter for missions that matter® is not just part of what we do; it is all we do.

Since our founding in 2002, BoardWalk has been privileged to conduct hundreds of leadership searches for clients in at least 34 states and a few other countries, and we have recruited candidates from all 50 states and beyond. Most of our searches are for the client's Chief Executive Officer or Executive Director.

For example, we recruited the current CEOs of such prestigious national nonprofits as the [Anti-Defamation League](#) (New York), [Common Cause](#) (Washington, DC), [The Carter Center](#) (Atlanta), [The Leadership Conference on Civil and Human Rights](#) (Washington, DC), [Sierra Club](#) (Oakland, CA), [Southern Environmental Law Center](#) (Charlottesville), [Girl Scouts of Eastern Massachusetts](#), and [Unbound](#) (Kansas City).

Among our 50+ foundation CEO searches are ones recently completed for [Princeton Area Community Foundation](#) (Princeton, NJ), [The Alaska Community Foundation](#) (Anchorage, AK), [The Asia Foundation](#) (San Francisco), [Central New York Community Foundation](#) (Syracuse, NY), [James S. McDonnell Foundation](#) (St. Louis, MO) and [St. Louis Community Foundation](#).

CEO clients in Atlanta, home to most of our team, include [CHRIS 180](#), [Big Brothers Big Sisters of Metro Atlanta](#), [Bobby Dodd Institute](#) (BDI), [CDC Foundation](#), [Community Foundation for Greater Atlanta](#), [Covenant House Georgia](#), [Goodwill of North Georgia](#), [Russell Innovation Center for Entrepreneurs](#) (RICE), [WABE](#), and more.

We appeal to such a diverse and eclectic client base in part because of our own deeply entrenched respect for diversity.



Photos in this document are from Leadership Profiles prepared for recent clients.

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The ideal candidate will be a motivated individual, experienced in providing a full range of marketing and administrative support services.

This has been true of our own team from the very beginning, and it is true for the candidate slates we develop for clients.

We now seek an Administrative and Marketing Associate to join our team to help support and promote our fast-paced, dynamic business. The target start date is July 2025.

The ideal candidate will be a motivated individual, experienced in providing a full range of administrative and marketing support services. This position requires strong organizational and communication abilities, attention to detail, and a proficiency with administrative and marketing tools and platforms. Experience with professional services firms and a demonstrated affinity for nonprofits and their missions would be highly prized.

The Administrative and Marketing Associate must work independently and proactively and be both flexible and well-organized. Someone who enjoys the administrative challenges of supporting a focused team of diverse people and clients would find this work engaging and rewarding.

## The Work

BoardWalk Consulting has a client-centric, collegial environment. Our competitive spirit is upheld by a fundamental commitment to collaboration (a reason we were named one of Atlanta Business Chronicle's Best Places to Work in metro Atlanta in 2023).

Ours is a roll-up-the-sleeves, hands-on environment. We exist to serve our clients and help further their mission by being both creative and tenacious in pursuit of exceptional leaders for exceptional clients.

The Administrative and Marketing Associate will be an integral part of our operations and business development team.



The best candidates will combine a sense of urgency and attention to detail with a genuine passion for client-focused work that contributes to enhanced lives and thriving communities.

This role will be versatile with significant responsibility in areas of administration and marketing with other duties as assigned.

### **Administrative Excellence**

- Maintain database integrity for people, projects, and organizations
- Coordinate logistics for client meetings, candidate interviews, and firm commitments
- Prepare polished documents for searches, reporting, and marketing
- Contribute to special projects that advance our mission

### **Marketing Impact:**

- Website administration - update BoardWalk's website with job postings, blogs, general updates (Wordpress)
- Post opportunities on external sites when appropriate
- Develop and implement a marketing strategy that aligns with the firm's objectives
- Create compelling content for our LinkedIn presence and quarterly newsletter
- Create eye-catching Leadership Profiles and refresh, repurpose and standardize old content using Canva and other tools
- Manage client and candidate feedback surveys and client testimonials
- Contribute to press releases, where appropriate, and manage press contacts
- Represent BWC at conferences and philanthropic events alongside colleagues



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[You'll bring] passion for supporting organizations that transform communities.

## What You'll Bring

- Passion for supporting organizations that transform communities
- Social media savvy, especially with LinkedIn strategy and best practices
- Proficiency with WordPress, Microsoft Office Suite, and marketing tools (Constant Contact, SurveyMonkey, Canva)
- 2+ years of marketing or administrative experience (BA in marketing or business preferred)
- A proactive, can-do attitude with exceptional attention to detail
- Ability to thrive in a remote, collaborative environment with minimal supervision
- Genuine commitment to diversity, equity, and inclusion

## Why You'll Love It

- Meaningful work connecting transformative leaders with mission-driven organizations
- Collaborative, collegial culture where every team member contributes to our success
- Opportunity to support organizations making profound community impact
- SIMPLE IRA with annual employer match
- Remote work environment (Atlanta preferred)

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For consideration, please email a resume and brief cover letter to:

[marketing-admin@boardwalkconsulting.com](mailto:marketing-admin@boardwalkconsulting.com)

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