

**HENRY CONSULTING, L.L.C.**  
**JOB DESCRIPTION: CONSULTANT**

**PURPOSE:**

The Consultant helps clients to identify and define operational issues, then develop and implement operational strategies to improve organizational effectiveness and achieve positive bottom line results. This is the focal role within the Firm for the delivery of business services to clients.

**SCOPE:**

- Reports to the Firm executive team, including the Managing Partner, Partner and Managing Director.
- Will interact with Firm clients, business partners, and other external contacts.
- Does not have any direct reports.

**PRIMARY RESPONSIBILITIES:**

- Conduct research, perform quantitative and qualitative analyses, and draft documents.
- Analyze business processes, form hypotheses, synthesize conclusions into recommendations, and then help to implement change and operational improvements.
- Team with other Consultants, as well as management staff, to draw upon the broad body of knowledge, skills and abilities within the Firm to address a client's consulting needs.
- The business processes analyzed by a Consultant may include, for example, *Operations* (marketing, customer relations, distribution, sales, etc.); *Operations Support* (corporate finance, management accounting, business development, IT, community relations, human resources management, commercial law, etc.); and *Government/Utilities* (DBE program coordination and development, disaster recovery, urban planning, energy efficiency enhancements, etc.).
- Assist with proposal and presentation preparations.
- Help to maintain databases.
- Draft and edit letters, memorandums, agendas, presentations, forms, spreadsheets, and other correspondence and documents.
- Participate, as needed, in special projects.

**EDUCATION/EXPERIENCE:**

- A bachelor's degree in a business-related field is required; an advanced degree from an accredited college or university in a business-related field (e.g., MBA, Law) is highly desired; or the person must have equivalent work experience in business management or large-scale project management.
- At least 5 years of relevant professional experience and accomplishments.
- At least 1 year supervisory experience is desired.
- Adept with PowerPoint, Outlook, Word, Excel, and the Internet.

**COMPETENCIES:**

- Organized
- Strong verbal, written and listening communication skills
- Multi-task Skill
- Problem-solving Skill
- Detail-Oriented
- Timely
- Creative
- Able to work with people from diverse backgrounds
- Initiative
- Analytical Thinking
- Strategic Thinking
- Good Judgment
- Cost/Budget Consciousness
- Project Management
- Customer-Focused
- Team-Oriented
- Integrity

- Results-Driven
- Financial Acumen
- General Business Acumen
- Self-Development

**COMPENSATION:**

A competitive starting salary, commensurate with experience and skills. Year-end bonus eligible.

**BENEFITS:**

Paid-time-off days, holidays and parking reimbursement allowance, as well as medical, dental, vision, life/AD&D and supplemental insurance.

Relocation assistance may be considered.

**CONTACT:**

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[No Phone Calls Please]

**FIRM WEBSITE:**

[www.henryconsulting.net](http://www.henryconsulting.net)