



CONSULTANT – Compensation Consultant

Since 1986, The Project has served people living with HIV/AIDS with remarkable care and radical acceptance. We take a holistic approach to health care by treating the entire individual. Our services include a sexual health clinic, no-cost mental health services, LGBTQ+ health care, and more. Learn more about us at www.tpgc.org. The Project is a registered 501(c)(3) nonprofit based in Moline, Illinois serving both Iowa and Illinois.

Project Background: The Project has served the Quad Cities community for over 30 years with many evolutions and growth along the way. With more diverse service lines, roles, and number of staff than ever, the organization needs to revisit the way compensation and benefits are structured within the organization.

Purpose / Project Description: The Compensation Consultant will perform a comprehensive review and proposal for how the organization structures its compensation and benefits, with a particular focus on salary structure and compensation. The organization has 37 employees and roughly 25 unique roles.

Consultant Activities:

The Consultant will:

- Attend kick off call with CEO, CFO and HR Manager to understand the history of the organization, current structure and other considerations
- Host ongoing calls with key personnel as needed to further understand the organization and move this scope of work forward
- Conduct market research to understand what compensation benchmarks are in other organizations both within the local metro and other similarly sized markets
- Create a detailed proposal for how the Project should approach compensation and benefits, including a detailed proposal for salary levels/bands, salaries, and approach to salary increases.

Consultant Deliverables:

- Detailed proposal for how the Project should frame their benefits and compensation philosophy
- Outline and Analysis of how the consultant's recommendations positions our organization to the market.
- Detailed proposal for benefits and compensation structure including:
 - Titling of roles to ensure continuity
 - Proposed salary bands, minimum, midpoint and maximum salaries
 - Proposal for where current and potential roles would fit into proposed structure
 - Outline of how this will position us within the local market
- Proposal for how salary increases should be assessed such as performance reviews, annual bonuses, etc.

- Recommendations for how often to update the salary structure, including data sources used for proposal.
- Research and proposal for creating senior level roles as a way for creating opportunities for growth and additional responsibilities. This component should include how the addition of this level would be approached (e.g. promotion after x number of years in role, number of allocated positions, etc.)

Timeframe / Schedule: The exact timeline will be determined between the Project team and the consultancy at the onset of consultancy, and due dates will be finalized in the workplace upon approval by the Project. Ideal completion would be by the end of Q3 2022 for implementation in Q2 2023.

The Consultant will work closely with:

- CEO
- CFO
- Human Resources Manager
- Senior Leadership as needed

Required Experience and Skills:

- 5-8 years of direct experience and at least 3 years in a consult / advisory role in developing a compensation philosophy, specifically within the nonprofit and/or community health space preferred
- Understanding of how smaller local markets are impacted by larger metropolitan areas

Location: The Project's office is in Moline, Illinois. This consultancy can be based anywhere in the United States with the ability to connect for virtual meetings. If Consultant is remotely based, no travel is expected for this consultancy.

To Apply:

Please submit all the materials listed below to Caitlin Wells, at cwells@tpqc.org.

In your submission, please include:

- Resume / CV / Agency Bio
- Letter of interest outlining how you would approach the work
- References to confirm related experience to requested scope of work
- Detailed cost proposal including billable time and any projected related costs

The Project of the Quad Cities is an Equal Employment Opportunity Employer.

People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to apply.