



POSITION DESCRIPTION

Engagement Director

JOB TITLE: Engagement Director

CLASSIFICATION: Exempt

EFFECTIVE DATE: April 15, 2008

POSITION SUMMARY:

Engagement Directors are responsible for managing the day-to-day performance of client projects and are accountable to a Principal. Project management includes providing direction for the Everest consulting team and any client team members, developing thoughtful recommendations and advice for client executives, helping to professionally develop consultants on their teams, remaining alert to additional opportunities to serve their clients, and contributing to the development of the Firm's knowledge and processes.

DUTIES AND RESPONSIBILITIES:

- Manage assigned engagements and team members, appropriately leveraging the time of the Principal
- Manage the work effort to contract specifications
- Develop quality work product(s) and documentation
- Support delivery assurance practices by participating in periodic project reviews and audits and maintaining accurate and timely project reporting
- Anticipate and communicate project risks
- Interface with client leads and become a trusted advisor or confidant to the client.
- Manage costing and pricing financial analyses
- Identify, document, and build up costs in an as-is environment. Forecast and predict cost break-downs in proposals or future-stated environments
- Serve as a subject matter expert
- Cultivate successful client relationships
- Understand vendor/supplier capabilities and develop relationships with them and with industry groups
- Contribute to the development of Everest intellectual property
- Support Everest business development efforts in expanding business. Identify and evaluate new or additional revenue opportunities with current and former clients

EDUCATION AND EXPERIENCE:

- Master's degree in a business-related field or Engineering or Computer Sciences, plus:
 1. five (5) years of experience in a combination of the following:
 - a. Operations strategy or management consulting experience with an operations advisory, strategic management consulting firm, or sourcing advisory, and/or
 - b. Management experience in strategic planning, and/or



- c. Management experience developing marketing strategies, including concept development and go-to-market strategies, or
2. seven (7) years of domain experience as a manager in a functional area (e.g., Finance & Accounting, Information Technology, or Procurement), supervising teams and responsible for improving SG&A.

or

- Bachelor's degree (B.A. or B.S.) in a business-related field or Engineering or Computer Sciences required, with post graduate degree preferred, plus:
 1. seven (7) years of experience in a combination of the following:
 - a. Operations strategy or management consulting experience with an operations advisory, strategic management consulting firm, or sourcing advisory, and/or
 - b. Management experience in strategic planning, and/or
 - c. Management experience developing marketing strategies, including concept development and go-to-market strategies, or
 2. nine (9) years of operations domain experience as a manager in a functional area (e.g., Finance & Accounting, Information Technology, or Procurement), supervising teams and responsible for improving SG&A.

SKILLS AND ABILITIES:

- Capable of creating and managing macro and detail-level project budgets and plans. Ability to define scope work and maintain the change control process that defines the impact to project schedule and budget. Ability to manage project issues and resolutions
- Ability to conduct the team as a collaborative exercise, not an "efficiency" test, and to generate team and management confidence in the Engagement Director's abilities
- A self-motivated leader with a track record of outstanding client service and clear potential for future growth
- Able to inspire confidence and capture the trust and respect of senior executives. A team player with a collaborative work style and unquestionable integrity
- Proven quantitative, analytical, problem-solving, and conceptual thinking skills demonstrated in a variety of environments with a variety of clients. Ability to think "outside of the box" and to structure complex problems and leverage senior management support. Ability to develop a set of thorough recommendations that can be shared with client executives with limited input from the Principal
- Excellent client interaction skills, collaborative work style, and strong interpersonal and team skills
- Ability to effectively plan and lead the correct processes to reach conclusions/consensus in a facilitated meeting and positively handle disruptive or hostile participants
- Knowledge of the various levels of listening, ability to choose the right level depending on the situation. Ability to restate the opinions of others even when they disagree. A confident and collaborative communication style
- Ability to select and use appropriate tools for the job and perform technical research as required to supplement and support Everest methodologies in delivering solutions to clients
- Proficiency in the use of Microsoft Office products (Word, Excel, PowerPoint, Project and Visio) to accomplish daily business activities and facilitate communications
- Ability to design and develop technical reference documentation for project work plans, guidelines, standards, procedures, and processes that meet the needs of the target



audience

- Ability to identify key issues, analyze data, and make recommendations to address problems
- Outstanding integrity and the ability to always seek to do the right thing for the client and the Firm
- Ability to think globally and discuss multiple aspects and impacts of issues. Ability to respect and appreciate different personality styles, thinking, backgrounds, and cultures

WORKING CONDITIONS:

- Extensive travel, exposure to varying environments and cultures, changing deadlines and project assignments, and strict time constraints
- Requires standing less than 1/3 of the time
- Requires walking less than 1/3 of the time
- Requires sitting between 1/3 and 2/3 of the time
- Requires use of fingers and hands or feeling between 1/3 and 2/3 of the time
- Requires talking or hearing between 1/3 and 2/3 of the time
- Requires the ability to lift up to 25 pounds less than 1/3 of the time
- Requires close vision, defined as clear vision at 20 inches or less

FREEDOM TO ACT:

Work is performed without appreciable direction. Participates in determining objectives of assignment. Plans, schedules, and arranges own activities in accomplishing objectives in an unsupervised and unstructured environment. Teams include both client staff and Everest consultants.

Disclaimer: This document describes the minimum, essential duties, responsibilities, skills, abilities, effort, and working conditions of the position. It in no way implies that these are the only functions to be performed by the incumbent. Workers are required to follow any other job-related instructions and to perform any job-related functions requested by a supervisor or manager. Successful performance requires that the incumbent possess and utilize the abilities and skills described. All functions are subject to reasonable modification to accommodate individuals with disabilities. Some functions may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

Approved by

Date