



Business / iMIS Consultant

Location: Flexible (Remote-Friendly)

Salary Range: \$65,000 - \$135,000

About CSI (Community & Systems Innovation, LLC)

CSI is a dynamic, team-oriented consultancy and a trusted advisor to associations, nonprofits, and chapter-based organizations across the iMIS community. We bring energy, expertise, and empathy to every engagement. We value curiosity, initiative, and doing meaningful work — while having fun along the way.

About the Role

We're looking for a **Business / iMIS Consultant** to join our talented team. In this key role, you'll lead functional, technical, strategic, and business consulting engagements and partner with clients to reimagine how they deliver value to members and stakeholders. Your background in business process analysis, enterprise systems implementation, and client relationship management will set the foundation for success.

Our ideal candidate brings strong experience with the **iMIS Engagement Management System (EMS)** — or comparable AMS, CRM, or ERP platforms — and has a mindset that thrives on learning, innovation, and collaboration.

Key Responsibilities

- Serve as a trusted advisor to clients, building deep relationships and aligning technology solutions with their business goals.
- Lead discovery, requirements gathering, and workflow analysis to define current- and future-state processes.
- Design and deliver creative, data-driven, and user-friendly solutions.
- Manage project scope, timelines, resources, risks, and communications with a strong focus on quality and outcomes.
- Facilitate workshops, kick-offs, and client-facing sessions.
- Translate business needs into system configurations and enhancements.
- Support testing, quality assurance, and training efforts.
- Mentor colleagues and contribute thought leadership across the CSI team.
- Stay informed on emerging trends in technology and the association/nonprofit space.

What We're Looking For

Must-Haves:

- Experience with iMIS EMS or similar AMS/CRM platforms (e.g., Salesforce, NetForum, Personify, Microsoft Dynamics).
- Proven consulting experience with associations, nonprofits, or mission-driven organizations.
- Ability to analyze, document, and improve complex business processes.
- Strong communication and facilitation skills — with technical and non-technical audiences alike.
- High comfort level working independently and collaboratively in a fast-paced, remote environment.
- Curiosity, coachability, and a proactive mindset.

Bonus Skills (Not Required):

- SQL, Crystal Reports, SSRS, Exago, or other reporting/Bi tools.
- Experience with change management or strategic planning.
- Familiarity with software implementation methodologies.



Why Work With Us?

- **Flexible location & work environment**
- **Competitive compensation** based on experience
- **Full benefits package:** Health, dental, vision, 401(k), and more
- **Opportunities for professional growth** in a collaborative, client-focused firm
- **Purpose-driven work** with nonprofit and membership-based organizations