

## **Hilltop Consultants – Leadership Positions**

The leadership of Hilltop Consultants has discussed the following reorganization of the group's structure:

### **President**

- Oversees the club and all of its activities
- Plans for and develops current and long term direction, strategy, and goals
- Presides over all leadership and general meetings and acts as the official representative of the club for all external engagements
- Supervises each of the Vice Presidents and Directors

### **Director – Business Development**

- Responsible for recruiting new client organizations and maintaining client relationships
- Provides the VP of Information Systems the names and contact information of past and present clients

### **Director – Events and Recruiting**

- Organizes all club activities related to both full-time and internship job recruiting
- Coordinates all “external” events, with industry leaders, guest lecturers, etc.
- Develops relationships between the club and recruiters

### **Director – Consulting Operations**

- Manages all aspects of nonprofit consulting operations
- Supervises the project teams and managers
- Performs performance reviews of project managers
- Supervises performance reviews by project managers of project members
- Makes specific recommendations to President regarding retention, promotion and dismissal of individual project managers and members based on performance reviews.
- Identifies top performers to the President for further development

### **Director – Case Competition**

- Coordinates and manages the Georgetown University Business Case Competition
- Supervises an appointed staff of Assistant Directors
- Responsible for planning both the competition and all related events
- Builds relationships with participant organizations, judges, and volunteers

### **Assistant Director – Case Competition (Appointed position)**

- Helps Director with all aspects of the Business Strategy Challenge
- Responsible for planning both the competition and all related events
- Makes sure members of planning team are steadily working towards goal

### **Vice President – Human Relations**

- Recruits and trains new members based on recommendations from VP of Information Systems and the Director of Consulting Operations

- Coordinates all “internal” events – professor and MBA training sessions, etc.
- Responsible for internal social events and uniting the club’s membership

#### **Vice President – Finance**

- Manages and accounts for all finances, including the authorization of purchases, etc.
- Responsible for seeking alternative revenues through corporate and other sponsorships, grant applications, and other methods that fit Hilltop’s mission and scope.

#### **Vice President – Marketing**

- Head of publicity, public relations, and brand/image building
- Develops and maintains “corporate branding” for the club – letterhead, logo, etc.
- Maintains alumni database and builds connections with alumni in consulting from Georgetown, not just Hilltop Consultants.

#### **Vice President – Information Systems**

- Controls and maintains all the technological aspects of the organization
- Supports all the other positions with regards to technology and data that might be needed.
- Creates forms and reports as relevant to give context to past project deliverables so future members can learn from past project team’s experiences
- Analyzes lessons learned by prior project teams and incorporates relevant lessons learned into new manager and member training
- Develops methodologies to solve current issues in non-profit management using previous project experience, professional best practices, and innovative thinking
- Manages and stores all data and documentation relevant to the organization including but not limited to consulting deliverables, individual performance reviews, client surveys, and newsletters