



## Managing Evaluator – Capacity Building, Operations, and Systems Full-Time Remote Position with REC

### Position Title

Managing Evaluator – Capacity Building, Operations, and Systems

### About Research Evaluation Consulting LLC (REC)

Research Evaluation Consulting LLC (REC) is a Colorado-based, woman-owned consulting firm that delivers quality research and evaluation services to social sector agencies and purpose-driven organizations. REC provides our clients with a variety of professional and customized services that facilitate, strengthen, and promote effective organizational practices. We represent an integrated team of professionals that focus on helping organizations achieve optimum results through collaboration, innovation, and strategy. REC is a results-driven, people-centered company that works with our clients to grow in their research and evaluation capacity. We are committed to cultivating strong client relationships based on integrity, commitment, and a shared project vision. We work with our clients to deliver *results you can trust*. To learn more about REC, please visit [our website](#)!

### Our Clients

We work with a diverse group of clients who seek to make a positive impact in the communities they serve. We bring our expertise in research, evaluation, and consulting, and partner with our clients as they bring their subject matter expertise and passion. Recently, we have worked with nonprofit organizations that provide low-income individuals with affordable housing, seek to improve the health and well-being of their community, and offer innovative programming to inspire, educate, and engage. There is no “typical” REC client, but given our values, we seek to work with organizations that seek to do good in the world.

### About the Role

For the Managing Evaluator - Capacity Building, Operations, and Systems position, REC is seeking someone who understands the importance of good data and wants to help organizations make data-informed decisions. We are seeking someone who would thrive in planning, creating, and supporting the operations of a small, growing, and dynamic business. This person would be a systems thinker who can identify and create strategies to streamline processes both internally at REC and externally with our clients. The Managing Evaluator would work closely with the REC founder as well as a talented group of team members on various projects. This individual would oversee the quality of REC deliverables, providing feedback and guidance to team members. We are seeking someone who is a strong communicator and writer as we work with clients from various backgrounds. This individual would also support business development activities and proposal writing.

## Job Responsibilities

Top candidates would excel and have experience in the following areas:

### Project Management

- Be able to oversee projects from start to finish with little direction
- Create structures, systems, processes, and tools to ensure the successful execution of projects
- Be a big picture systems thinker who can anticipate, plan for, and address challenges
- Manage a team to produce high-quality results
- Provide constructive feedback to REC team members
- Ensure that REC projects are completed on time and budget while meeting REC's quality standards

### Research, Evaluation, and Reporting

- Be able to work with clients to collect quality data, analyze data, and disseminate findings to various stakeholders
- Strong quantitative and qualitative skills
  - Quantitative skills
    - Descriptive and inferential statistics
    - Experience developing, validating, and testing evaluation instruments
    - Proficiency in online survey tools (e.g., SurveyMonkey, Google Forms)
  - Qualitative skills
    - Identifying patterns and trends from open-ended text
    - Conducting focus groups and in-depth interviews
- Ability to create logic models and theories of change
- Knowledge of evaluation plans and strategies
- Experience creating reports for lay and professional audiences
- Performing literature reviews to answer client questions and provide context for reporting
- Knowledge and / or interest in providing data visualization support

### Communication

- Be an excellent communicator with strong writing skills
- Ability to take complex information and simplify it
- Be able to understand what clients need, want, and weigh that against what is feasible, within scope, and within budget
- Speaking with clients when results or budgets may be different than hoped or expected
- Ability to mediate and mitigate conflict as needed

## Capacity Building

- Update internal guides, checklists, systems, processes, and procedures to help REC streamline our work with clients and within our team
- Develop and implement strategies to build the capacity of REC
- Help our clients strengthen their evaluation capacity and implement actionable recommendations
- Provide coaching, training, and facilitation support as needed

## Business Development and Operations

- Cultivate and maintain client relationships
- Support proposal writing for prospective clients
- Develop new marketing strategies and communication campaigns
- Identify new opportunities for REC and our clients
- Build strategic partnerships with organizations that serve similar clients

## Personal Attributes

- Be a team-player who has high standards for themselves and for others.
- Be detail-oriented, dependable, conscientious, and committed to their work.
- Possess a unique combination of great interpersonal skills and strong analytical abilities.
- Be an independent problem-solver who is flexible in a dynamic work environment.
- Deep passion for social sector agencies

## Desired Characteristics

As we work primarily with non-profit organizations, we prefer candidates who have a minimum of 3-5 years working in the social sector. Experience working directly for non-profit organizations is a plus, but not a necessity. REC is seeking a candidate who will interact with our clients in a professional, friendly, and engaging manner. Strong interpersonal skills are a must for this position. We have a strong commitment in hiring individuals who represent diverse background including, but not limited to historically underrepresented groups (e.g., people with disabilities, people of color, LGBTQ+ people, first or second-generation immigrants, and all socioeconomic backgrounds).

## Requirements

- Advanced degree required in psychology, statistics, evaluation, economics, business, sociology, social work, policy and administration, or related field.
- Minimum of 3-5 years of experience as a researcher, evaluator, and / or project manager.
- For candidates with more than 5 years of experience as a researcher, evaluator, and / or project manager, an advanced degree is not required.
- Authorship in community publications, technical reports, and publications in peer-reviewed journals.

- Experience and confidence in working with statistical software such as SPSS, STATA, and/or R.
- Bilingual or multilingual candidates preferred

### Working Condition Details

- This is a full-time hourly position that is contract to hire. After the first 3 months, this position will become full-time with benefits for the right candidate.
- The hourly rate is between \$30-\$35 per hour, pay commensurate with experience.
- REC currently offers our employees with Kaiser health insurance (80% contribution).
- Full-time employees accrue paid time off each month.
- Remote position. Work independently. Flexible schedule.

### How to Apply

- Email cover letter, resume, and 3 professional references to Dr. Annette Shtivelband at [annette@researchevaluationconsulting.com](mailto:annette@researchevaluationconsulting.com). Please use the subject line of “Managing Evaluator Position”.
- Include a writing sample that demonstrates your ability to present data to different types of audiences. We recommend sending an example in which you are first author.
- Applications will be reviewed on a rolling basis until 12/10/21 or when the position is filled.
- Please contact Dr. Annette Shtivelband if you have any questions about the position.