

JOB DESCRIPTION

Job Title: Consultant

FLSA Status: Exempt

Reports To: Director

Prepared Date: December 12, 2018

About ORS Impact: ORS Impact is a consulting firm that helps clients clarify, measure, and align around their social impact outcomes using evaluation, outcomes-based strategy and planning, theory of change, and MLE planning and implementation. We support philanthropies, nonprofits, and government agencies in their most challenging and complex work with our expertise in advocacy and policy change, networks and coalitions, systems change, and initiatives and strategies.

“Impact” is not just part of our name: it is a core value for why we do this work. Implicit in this value is the belief that the world can be more equitable, that accelerating social progress will lead to better lives for everyone.

These statements, however, do not explicitly address the systems of power that grant privilege and access unequally, particularly based on race, but also based on age, sexual orientation, gender, immigration status, or disability. These systems underlie the issues our clients seek to address and can be perpetuated and strengthened even as well-intentioned people seek to make positive social change.

We believe that diversity makes us stronger. We believe that all people are equal and that holding some groups of people down holds all of us down. We believe that these issues are complex and that we will stumble in our efforts. However, the goal of a more just, fair, and inclusive society requires changing how we work together, how we work with clients, and proactively finding ways for our organization to make a difference in the fight for a more equitable world.

About the Position: The Consultant position at ORS Impact applies innovative and pragmatic social science methods and related skill sets to the questions our clients have in support of greater learning and social impact. Under the direction of a Senior Consultant or Director, Consultants work on teams across two or more lines of business, typically working on five to seven projects that are at different stages and in different fields, ranging from early childhood, libraries, policy/advocacy, public health, the environment and more. Consultants are energized by juggling multiple efforts simultaneously and getting to learn about new fields. Working on the full life cycle of a project, from design to implementation to delivering final products and deliverables, Consultants play a critical role in our consulting practice. We expect the majority of this position’s time will be billable client work, though some time will also be spent on business development, professional development, community of practice with ORS Impact colleagues, and internal activities (e.g., staff meetings, etc.). We take pride in our evolving expertise on Diversity, Equity and Inclusion work with our clients and in our efforts to create an internal culture that welcomes a variety of perspectives from colleagues representing various cultures, ethnicities, genders, sexual orientations, religions and socio-economic backgrounds. We strive to provide growth opportunities for all of our team members and the Consultant will be provided professional development opportunities that are aligned with the skill set for the Senior-level track.

Essential Duties and Responsibilities include the following:

Provide Consultation to Clients

- Conduct background research and produce products for the team and/or client.
- Draft data collection tools, including interview protocols, survey instruments, observation protocols, etc.
- Collect data, including surveys, focus groups, interviews, “elite” interviews, direct observations and other data collection methods as appropriate.
- Apply qualitative and quantitative analytic methods appropriate to data collected, (e.g., descriptive statistics, multivariate statistics, content analysis, social network analysis).
- Develop client-ready products and deliverables, including, but not limited to, meeting materials (agenda, handouts, and PowerPoint slides), reports, memos, meeting notes, theories of change, strategic plan narratives, Measurement, Learning and Evaluation plans, evaluation reports and memos, presentation materials, etc.
- Design and help facilitate group processes (e.g., work sessions, theory of change development, etc.) and strategic learning opportunities (e.g., communities of practice, strategic debrief sessions, learning circles).
- Bring a critical and analytic mindset to the work.
- Apply an equity lens to project design and implementation.
- Participate in quality processes and systems.

Within Specific Lines of Business

- Theory of Change: create “starter dough” theories of change; develop narratives and other theory of change products; coach organizations or groups through an internally-led theory of change process; train organizations or groups on theory of change.
- Evaluation: draft indicators, sampling approaches, data collection protocols, and other components of the evaluation design; analyzes data (e.g., develop coding schemes, draft analysis plans, conduct univariate and multi-variate analyses, conduct qualitative analysis, conduct social network analysis, interpret data within and across data sources); participate in team analytic sessions; coach clients in evaluation skills and techniques.
- Strategic Planning: facilitate aspects of the strategic planning process (e.g., implementation plan, dashboard, strategic learning processes, etc.)
- MLE Development/Implementation: draft indicators, targets, and other components of the plan; facilitate group process to develop/review/refine plan components.

Provide Thought Leadership to Clients and Internal Teams

- Applies applicable frameworks and approaches (e.g., impact, influence, leverage; advocacy interim outcomes; operational, programmatic, strategic measures; etc.)
- Applies lessons and cross-pollinates learning across clients and projects.
Stays abreast of the field, our sectors and innovations across our lines of business.

Develop Client Relationships, Cultivate New Business Opportunities and Serve as a Strong Brand Representative

- Develop client relationships, including understanding of client internal and external considerations/context.
- Clearly communicate internally and externally ORS Impact values, approaches, unique perch, lines of business, etc.
- Contribute to proposal narratives, creating project budgets, representing ORS Impact at events, providing presentations or trainings, etc.

Promote a Positive Culture

- Foster effective collaboration, intellectual curiosity, client-focused approach, high quality work and relationships, integrity, thought-partnership and impact.
- Participate in internal professional development activities.
- Mentor RA staff on teams through project implementation.
- Participate in quality processes and systems.
- Participate fully in internal meetings (e.g., staff meetings, project status meetings, etc.).

Perform other tasks to support strategic directions of the company or other internal processes and projects as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Intellectual curiosity and willingness to learn.
- Demonstrated ability to work independently on multiple projects at the same time.
- Ability to work with a team.
- Strong problem-solving skills.
- Ability to communicate clearly through verbal and written forms with clients and other stakeholders.
- Ability to facilitate group meetings and present results to diverse audiences, including executive-level staff.
- Competency and experience in multicultural settings.
- Aptitude to be a thought partner to colleagues internally and externally.
- Ability to work at both a conceptual and tactical level.
- Attention to detail.
- Proficient in Microsoft Office tools, including Word, Excel and PowerPoint.
- Familiar to proficient using qualitative analysis software, depending on focus of work.
- Familiar to proficient using Excel and SPSS for analysis, depending on focus of work.
- Ability to travel.
- Passion for social justice.
- Commitment to ORS Impact values.

Certificates and Licenses: None

Education/Experience: Master's degree in social science, public affairs, public health, business administration or related degree and at least four years of related experience and/or training; or equivalent combination of education and experience.

To Apply:

Please send a resume and cover letter detailing how your skills and experience align to the position requirements to careers@orsimpact.com by January 18, 2019. In the subject line please write "ORS Consultant." We will contact qualified applicants.

ORS Impact is an equal opportunity employer and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.