

JOB DESCRIPTION

Job Title: Consultant

FLSA Status: Exempt

Reports To: Director

Prepared Date: January 3, 2017

Summary: 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 that 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 pride ourselves on growth opportunities for all of our team members; 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:

Provides Consultation to Clients

- Conducts background research and produces products for the team and/or client.
- Drafts data collection tools, including interview protocol, survey instruments, observation protocol, etc.
- Collects data, including surveys, focus groups, interviews, "elite" interviews, direct observations and other data collection methods as appropriate.
- Applies qualitative and quantitative analytic methods appropriate to data collected.
- Develops 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.
- Designs and helps 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).
- Participates in quality processes and systems.

Within Specific Lines of Business

- Theory of Change: creates "starter dough" theories of change; develops narratives and other theory of change products; coaches organizations or groups through an internally-led theory of change process; trains organizations or groups on theory of change.
- Evaluation: drafts indicators, sampling approaches and other components of the evaluation design; analyzes data: develops coding schemes, drafts analysis plans, interprets data within

and across data sources; participates in analytic sessions, coaches clients in evaluation skills and techniques.

- Strategic Planning: facilitates aspects of the strategic planning process (e.g., implementation plan, dashboard, strategic learning processes, etc.)
- MLE Development/Implementation: drafts indicators, targets, and other components of the plan; facilitates group process to develop/review/refine plan components.

Provides 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.

Develops Client Relationships, Cultivates New Business Opportunities and Serves as a Strong Brand Representative

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

Promotes a Positive Culture

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

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.

- Ability to facilitate group meetings and present results to diverse audiences, including executive-level staff.
- Ability to communicate clearly through verbal and written forms with clients and other stakeholders. Ability to work at both a conceptual and tactical level.
- Attention to detail.
- Strong problem-solving skills.
- Ability to work with a team.

- Competency and experience in multicultural settings.
- Intellectual curiosity and willingness to learn.
- Demonstrated ability to work independently on multiple projects at the same time.
- Aptitude to be a thought partner to colleagues internally and externally.
- Proficiency with Microsoft Office programs, particularly Word and PowerPoint.
- Familiarity to proficiency using qualitative analysis software, depending on focus of work.
- Familiarity to proficiency 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.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to work in a typical office environment. The employee must use hands to finger, handle, or feel; and talk or hear. Extensive keyboarding is required. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus while performing, engaging with clients, and reviewing client services data and reports. The position requires using the telephone and computer while communicating with internal and external contacts. Employee will sit for several hours each day.

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent occasionally will be required to lift 25 lbs. The incumbent is required to read and respond to documents in hard copy and electronic form.

To Apply:

ORS Impact is an equal opportunity employer and all qualified candidates are encouraged to apply. Please send your resume and a cover letter expressing your interest in the ORS Impact mission and your fit for the role to careers@orsimpact.com. We will contact qualified applicants. Deadline for submission is March 10, 2017.