

Research Analyst –ORS Impact, Seattle

About ORS Impact

Founded in 1989, ORS Impact is a nationally recognized leader in outcome-based planning and evaluation. We provide consultation for clients in the philanthropic, non-profit and public sectors and use innovative and practical approaches to promote strategic learning, accountability and decision-making. Our primary lines of business are Evaluation, Theory of Change and MLE Planning that span projects ranging from early childhood learning to artichoke fisheries to national education policy. We're thought partners with our clients, and an energetic and team-oriented company whose employees are motivated by doing good work for good causes.

Research Analyst

The Research Analyst provides an important consultative and coordination role at ORS Impact across our lines of business. Research Analysts work as close-in members of teams to promote smooth delivery of services and contribute to consultation activities. 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, and community of practice with ORS Impact colleagues and other internal activities. The Research Analyst will work with other members of the ORS Impact team on a wide range of projects at different stages of development.

The ideal candidate will be someone who is energized by juggling multiple efforts simultaneously and learning about new fields. ORS Impact team members have ongoing professional development opportunities and opportunity for growth; the Research Analyst will be provided professional development opportunities that are aligned with the skill set for the Consultant track.

Essential duties and responsibilities

The Research Analyst's primary responsibilities will be to provide consultative work for clients as part of project teams, and to proactively support internal project teams. Some of the activities included in these efforts are the following:

- Collect data: Conduct interviews or direct observations; set up and administer interviews and surveys; identify sources and collect secondary data; support other data collection methods as requested.
- Conduct background research and produce products for the team and/or client such as literature reviews, grant report reviews, media reviews, etc.
- Support data analysis, synthesis and interpretation: Prepare qualitative and quantitative data files for analysis; conduct preliminary qualitative coding or basic descriptive and tests of

significance for quantitative data; document codebooks for data files; quality check data tables; prepare data tables or other summary documents for analytic sessions; provide summaries of analysis and interpretation of data sources or across data sources; contribute to team analytic sessions.

- Support development of client-ready project work products, including documentation of design products (e.g., Measurement Learning and Evaluation plans, theories of change, evaluation designs, strategic plans); data collection tools (e.g., surveys, interview protocol, coding protocols); meeting materials, including meeting agendas, materials for review/discussion, high-level notes following meetings, and other materials as requested.
- Support and participate with project team in preparing final deliverables such as memos, reports, executive summaries, power point decks, and infographics.
- Coordinate project work plans and timelines
- Schedule and conduct internal team and external client meetings in person or by phone to support project implementation.
- Communicate with clients and other stakeholders through verbal and written forms on a regular basis.

Research Analysts will also be asked to contribute to thought leadership with clients and internal teams, serve as a strong brand representative, and promote a positive culture that fosters effective collaboration, intellectual curiosity, a client-focused approach and high- quality work.

Required Qualifications

- Bachelor's degree and at least two year of related experience and/or training
- Proficiency with Microsoft Office, particularly Word, Excel, and Power Point.
- Comfort with learning data analysis software programs
- Basic familiarity with applied statistics or solid math skills
- Strong communication skills (written and verbal)
- Conceptual thinking ability and analytical skills
- References indicating applicant is detail-oriented
- Superior organizational and problem-solving skills
- References indicating applicant is a team player
- Intellectual curiosity and willingness to learn
- Demonstrated ability to work independently on multiple projects at the same time
- Demonstrated ability to be flexible and adaptable as needed to ensure team/project success

Highly Desired Qualifications:

- Experience with SPSS and other data analysis software such as Dedoose
- Evaluation or consulting experience or a post-baccalaureate educational credential
- Graphic design or data visualization capability

ORS values diversity and the input of multiple viewpoints and perspectives. We are an equal opportunity employer and don't discriminate on the basis of race, color, sex, creed, religion, age, marital status, national origin, citizenship, the presence of any sensory, mental, or physical disability, veteran status, sexual orientation, gender identity, gender expression, genetic information or any other status or characteristic protected by local, state, or federal law.

This position is full-time and based in Seattle. Candidates must be able to travel for client projects and be legally authorized to work in the United States. Benefits include medical/dental/vision insurance, paid vacation and sick time, retirement, and commuting benefits. Salary is DOQ.

Qualified applicants should submit a cover letter and resume, each in PDF format, to careers@orsimpact.com with your name in the subject line of the email, followed by "Research Analyst". (No phone calls please!). Applications will be reviewed through August 18. Candidates will be notified when their applications are received; applicants submitting complete applications will be notified when the position has been filled.