

## Consultant –ORS Impact, Seattle

Are you looking to contribute to significant social change? Are you passionate about social justice and equity? Do you want to work with highly committed and talented team members who want to make a difference in the world? Do you enjoy helping others gain insights and make evidence-informed decisions?

ORS Impact is seeking to add a Consultant to our dynamic and growing team to support social impact organizations to accelerate and maximize their impact through systems-level strategy, learning, capacity-building and evaluation. We value diversity of experience and perspective and encourage applicants from different backgrounds to apply.

### About ORS Impact

ORS Impact (ORS) is a woman-led and owned evaluation and strategy consultancy based in Seattle, WA, with ~30 staff members. Over the last three decades, we have provided thought partnership to non-profit, philanthropic, and public sector organizations—helping them use actionable learning to guide decision making and strategy for social change. ORS is grounded in values of advancing social justice, centering relationships, and approaching our work with courage, humility, integrity, and principles of equitable evaluation to advance social justice.

### About the Position

Consultants provide critical support across multiple evaluation, strategy, and capacity building project teams. Under the direction of project directors, the Consultants typically contribute to five to seven project teams (at different points of the project life cycle) at any given time. Our projects span a wide range of content areas and clients. The Consultant contributes to all aspects of ORS services including strategy, evaluation, and learning design, data collection and analysis, creating high quality and engaging products, and facilitating of group processes to help our clients develop and refine strategies and approaches to accelerate and maximize social impact. Consultants spend most of their time conducting client-billable work, and also are expected to contribute collectively with ORS colleagues in internal efforts aimed at strengthening our organizational culture and in professional growth opportunities.

This is a full-time, exempt position. The Consultant will work remotely until ORS re-opens our physical office, and then will be expected work from the office in Seattle. When travel reopens, candidates must be able to travel for client projects. Candidates must be legally authorized to work in the United States.

Competitive Benefits include medical/dental/vision insurance, generous paid vacation and personal/sick time, retirement, and commuting benefits. In addition, we strive to provide growth opportunities for all our team members. The Consultant will be provided professional development opportunities that are aligned with the skill set for the Senior-level track.

Starting salary is \$70,000 with final offer negotiated based on qualifications.

## Essential Duties and Responsibilities

In collaboration with project teams, the Consultant may engage in the following activities.

### *Develop High Quality Project Designs and Plans:*

- Contribute to the creation of strategy, evaluation, and/or learning agenda designs aligned to client needs
- Support clients in establishing, refining, and utilizing theories of change to guide their work
- Contribute to creating measurement, evaluation and learning agendas and plans
- Contribute to ensuring project activities reflect principles of equity in strategy and evaluation
- Co-design and facilitate client strategic planning processes

### *Create and Conduct Data Collection and Analysis Activities*

- Design, schedule, and administer appropriate data collection tools for a given client need, including surveys, focus groups, interviews, and observations
- Conduct background research and reviews, including web research, literature and document reviews, and inventories of existing information and data sources
- Establish, clean and maintain project data sets according to ORS guidelines
- Create analysis plans and coding frameworks integrating across multiple, mixed data sources aligned to client priorities
- Conduct qualitative content analyses using Excel and NVivo
- Conduct descriptive and basic statistics using Excel and SPSS
- Create engaging data visualizations using Tableau, Kumu, Gephi or other specialized software
- Synthesize findings across a range of data analyses

### *Manage Projects Effectively*

- Develop and implement project workplans, including tasks, timelines, and deliverables
- Oversee and/or carry out project tasks start to finish, on time and on budget
- Maintain regular communication with project team members and participate in internal project meetings
- Contribute to project documentation, including taking notes, organizing files, and internal project tracking of hours
- Follow ORS quality assurance processes and systems

### *Build Strong Relationships and Communication with Clients*

- Co-facilitate client meetings with team members
- Co-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).
- Create clear and succinct client communications, including meeting agendas, emails, updates, and other forms of communication as needed

### *Create and Disseminate High Quality Products*

- Contribute to the development of high quality, action-oriented, client-ready products and deliverables, including, but not limited to, plans, theories of change, slide decks, infographics, memos, reports, and blogs according to ORS branding and standards
- Participate in presentations and strategic learning sessions around client products and deliverables

### *Contribute to a Positive and Equitable Organizational Culture*

- Participate in organizational staff meetings, trainings and retreats
- Participate in internal efforts to strengthen ORS systems and processes
- Contribute to positive culture through respectful interactions with colleagues
- Apply an equity lens and exemplify ORS values (e.g., effective collaboration, intellectual curiosity, client-focused approach, high quality work and relationships, integrity, thought-partnership and impact) to all aspects of ORS internal and external practice
- Contribute to ORS's culture of learning by providing and seeking constructive feedback
- Build personal and professional competency in culturally responsive practices
- Engage in ongoing learning and professional growth
- Perform other tasks to support strategic directions of the company or other internal processes and projects as assigned

### *Provide Thought Leadership to Clients and Internal Teams*

- Learn and apply applicable ORS and field-based frameworks and approaches to guide client work
- Cross-pollinate learnings across clients and projects
- Stay 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 responsive relationships with existing or new clients, including by conveying demonstrated understanding of clients' priority questions, considerations, or internal/external context
- Clearly communicate ORS Impact values, approaches, and lines of business, to external partners and potential clients
- Contribute to proposal development efforts as needed
- Represent ORS Impact at public or professional events including presenting at professional conferences and meetings

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Required and preferred qualifications listed below are representative of knowledge, skills, and dispositions needed.

### Required Education and Experience

- Master's degree in social science, public affairs, public health, business administration or related degree or at least four years of related experience and/or training; or equivalent combination of education and experience
- At least two years' experience with applied research, evaluation, or strategy development

### Required Qualifications

- Demonstrated strong written and verbal communication skills
- Strong problem-solving and critical thinking skills
- Ability to attend to both big picture concept and tactical detail levels
- Ability to work independently on multiple projects with competing demands at the same time
- Ability to work collaboratively on project and internal teams
- Proficiency in SPSS and Microsoft Office (Excel, Word, Powerpoint)
- Competency and experience in multicultural settings

### Desired Dispositions and Mindsets

- Deep commitment to equity and social justice
- Intellectual curiosity and willingness to learn
- Flexibility and adaptability to changing and emerging expectations and priorities
- Aptitude and willingness to be a thought partner to colleagues internally and externally
- Commitment to ORS values

### Additional Desired Qualifications

- Experience with group facilitation
- Proficiency in qualitative data analysis techniques and software (NVivo preferred)
- Experience with data visualization software (e.g., Tableau, Kumu, Visio)
- Experience with publication design software (InDesign)
- Experience in billable hours environment

**To Apply:** Please send a resume and cover letter detailing how your skills and experience align to the position requirements to [careers@orsimpact.com](mailto:careers@orsimpact.com) by May 9, 2021. In the email subject line please write "ORS Consultant." Candidates will be notified when their applications are received; applicants submitting complete applications will be notified when the position has been filled.

*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.*

