

## Research Analyst – 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 Research Analyst 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

Research Analyst are valuable members of project teams providing support across multiple evaluation, strategy, and capacity building projects. The ideal candidate is energized by juggling multiple efforts simultaneously and learning about new fields. Under the direction of project directors, Research Analysts typically contribute to five to seven project teams at any given time. Our projects span a wide range of content areas and clients. Research Analysts 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. In addition, we strive to provide professional growth opportunities for all our team members. Promotions into new roles within ORS Impact are common. Your growth as a Research Analyst will be aligned to develop you towards the skill set desired for the Consultant role.

This is a full-time, exempt position. The Research Analyst will work remotely until ORS re-opens our physical office, and then will be expected to 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

Starting salary is \$54,000 with final offer negotiated based on qualifications.

## Essential duties and responsibilities

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

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:

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

- Plan, organize, and implement data collection processes using techniques such as interviews, direct observations, 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

### *Support the Creation and Dissemination of High-Quality Products*

- Support development of client-ready project work products, including documentation of design products, data collection tools, and meeting materials and follow-up items
- Support and participate with project team in preparing final deliverables such as memos, reports, executive summaries, power point decks, and infographic

### *Manage Projects Effectively*

- Coordinate project work plans and timelines
- Schedule and conduct internal team and external client meetings in person or by phone to support project implementation

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

- Communicate with clients and other stakeholders through verbal and written forms on a regular basis
- 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

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

- Bachelor's degree social science, public affairs, public health, business administration or related degree

- At least two years of related experience and/or training including course work or experience applying statistics
- Evaluation or consulting experience or a post-baccalaureate educational credential

### Required Qualifications

- Experience using SPSS to analyze quantitative data
- Graphic design or data visualization capability
- Proficiency with Microsoft Office, particularly Word, Excel, and Power Point
- Strong communication skills (written and verbal)
- Conceptual thinking ability and analytical skills
- Superior organizational and problem-solving skills
- 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

### 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

- Knowledge of group facilitation techniques
- Proficiency in or aptitude to learn qualitative data analysis techniques and software (NVivo preferred)
- Experience with graphic design or 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 Research Analyst.” 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.*