



## Position Description: Associate

STATUS: Exempt  
REPORTS TO: Director, Veena Pankaj  
SUPERVISES: N/A  
REVISED: September 2021

*This position is open until filled. Prospective candidates are encouraged to apply at their earliest opportunity as applications will be considered on an ongoing basis. Start date will be mutually decided upon after an offer is made.*

### **Position Summary**

The Associate is an emerging evaluator who can think strategically about how organizations and communities can create social change in the U.S.

Associates are part of the Innovation Network evaluation consulting team, working in project teams of two to four people. Each project is unique and includes a variety of activities: evaluation planning, data collection, analysis, development of charts and graphs, writing, presentations, project management, background/desk research, and other support. You will manage your own workload to effectively contribute to approximately three to five projects at any given time. In our small firm, there are also opportunities to contribute to the organization as a whole.

This position affords the opportunity to become immersed in the social sector, learning about its history, funder-grantee dynamics, key players, and emerging issues. Our work is also rooted in the evaluation community and will provide insight to evaluation theory and cutting-edge evaluation practices rooted in equitable and participatory evaluation approaches and frameworks. As an Associate, you will be exposed to a consulting approach and may develop consulting experience such as project management, client relationship development, and new business development. We seek someone who will share our commitment for equity and social justice and is a creative problem-solver. Working with Innovation Network will put you in a position to contribute to the social sector while simultaneously developing your professional skills!

### **About Innovation Network**

Innovation Network **facilitates meaningful learning and evaluation with our partners to advance equity and social justice**. We do this work with and for nonprofits and foundations that represent and ally with communities that have historically had less power and privilege. We approach our work with an open mind and strive to advance equity in our evaluation practice both with our client partners and within the communities they serve. We believe in the power of data and storytelling to inform decisions, strengthen results, and create lasting change. We work with our clients to create space for sensemaking, reflection, and work with them to connect insights to action. We focus on the evaluation of organizations seeking social change primarily in the U.S, including advocacy and social movements, health and health equity, immigration, democracy and civic engagement, and other important social issues.

Over the past year our team has been working together to align our values, mission, vision, and commitments to race equity and social justice to be more intentionally reflected in the work we do with our external partners and within the policies and practices of our organization. While we are still learning and figuring things out, we present ourselves as the organization that we are striving to be. As part of the transformation that we are undertaking, we are shifting our internal culture and practices towards a culture where all staff can show up as their whole selves, create authentic connections with each other, and attend their growth, health, and other needs within and outside of work. As an organization, we are guided by our values of authenticity, learning & curiosity, community & connection, growing possibility, and social justice & equity.

### **Essential Duties and Responsibilities**

While the Associate is a supportive role that works under the supervision of project leads, Associates are also expected to be self-starters and critical thinkers, capable of independently undertaking individual project tasks from start to finish. While the majority of your day will be evaluation project work, as a small firm everyone has a role to play in growing our organization and making it a great place to work:

- Support design and planning of evaluation and research projects.
- Develop logic models/theories of change and evaluation plans.
- Design data collection methods/tools.
- Collect quantitative and qualitative data through surveys, interviews, focus groups.
- Analyze quantitative and qualitative data collected through surveys, interviews, and focus groups. This includes basic statistical analysis and thematic analysis respectively.
- Draft and create written products, including reports, memos, and presentations.
- Design data visualizations (charts, tables, maps, etc.).
- Conduct desk research and literature reviews.
- Facilitate data reflection conversations with clients and community stakeholders.
- Facilitate and contribute to client meetings and other engagements.
- Contribute to business development, research/writing projects, trainings, facilitation, and public speaking.
- Contribute to organizational development efforts and marketing.

### **Qualifications, Knowledge, and Skills Required**

We are evaluating complex programs and issues, which require strong technical and adaptive skills:

- Master's degree in relevant field.
- Three to five years of experience in a data-centered role (e.g., evaluation, research, performance management, etc.).
- Knowledge of/experience with evaluation concepts, frameworks, theories, and designs. An understanding of and/or experience with equitable evaluation strongly preferred.
- Ability to think critically about project and organizational work.
- Effective communication skills, including speaking, writing, notetaking, and typing.
- Ability to work collaboratively with – and learn from - multiple colleagues, clients, and community members.
- Strong attention to detail and follow through.
- Familiarity with the social sector organizations, particularly philanthropy and/or nonprofits.
- Interest in social justice and equity, including the issue areas of advocacy and social movements, health and health equity, immigration, democracy and civic engagement, leadership development, and social justice.
- Competence with Microsoft Office Suite and online collaboration tools, familiarity with qualitative (e.g., Dedoose) and quantitative (e.g., SPSS, R) software strongly preferred.

### **Salary and Benefits**

- This is a full-time, paid position. The beginning Associate annual salary typically ranges from \$60,000 to \$70,000. Salary for this position is negotiable and commensurate with experience.
- The Associate position is eligible for the complete Innovation Network benefits package, including 100% medical/dental/vision insurance, medical and dependent care flex spending plan, 401(k) with match, Federal Credit Union, SmartBenefits pre-tax commuting costs, a comprehensive leave policy and more!
- This position will be remote through December 2021 after which we may return to a hybrid work schedule; this decision will be based on CDC data and public health recommendations. First and foremost, we strive to ensure the health and well-being of our team.

### **ADA Specifications**

- This position is mostly sedentary and operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.
- Occasional local and nationwide travel may be required.

To apply for this position, please send a cover letter and resume to Stephanie Darby, Operations Manager. In your cover letter, we encourage you to provide a detailed description of your research and evaluation experience, the types of programs or initiatives that you have worked on, and with reference to specific areas of interest or subject matter expertise.

Stephanie Darby  
Re: Associate Search  
Email: [careers@innonet.org](mailto:careers@innonet.org)

*Candidates must be eligible to work for pay in the United States outside of an academic environment (non-U.S. citizens will be asked to provide documentation of current eligibility) or must be able prove they are legally authorized to work in the United States.*

*Innovation Network is an equal opportunity employer. We will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.