



## Position Description: Associate

STATUS: Exempt  
REPORTS TO: Directors Johanna Morariu & Veena Pankaj  
SUPERVISES: N/A  
REVISED: May 2017

*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. There is no set start date and will be mutually decided upon if an offer is made.*

### Position Summary

The Associate will be part of the Innovation Network evaluation consulting team, working closely with other members of the team and carrying out duties in a variety of areas including evaluation planning, data collection, analysis, development of charts and graphs, writing, presentations, project management, background/desk research, and other support.

Innovation Network is a national research and evaluation consulting firm. We work with funders and nonprofits to design evaluations, collect data, learn, and drive improvement. We have established practice areas in evaluating advocacy and social movements, evaluating health and health equity programs and initiatives, theory of change development and evaluation planning, social justice, and evaluation capacity building. We seek evaluators who have a broad interest in social programs and issues, policy and policy change, and are creative problem-solvers. Our team is highly collaborative; you will work in project teams of three to five people. You will be expected to multi-task and manage your own workload to effectively contribute to four to six projects at any given time.

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 practice, such as in the areas of advocacy and social movements evaluation. You will also be exposed to a consulting approach and may develop consulting experience such as project management, client relationship development, and new business development. Working with Innovation Network will put you in a position to simultaneously develop your professional skills and make a difference!

### Essential Duties and Responsibilities

- Lead/contribute to project design and planning.
- Develop logic models/theories of change and evaluation plans.
- Design data collection methods/tools.

- Collect and analyze quantitative and qualitative data through surveys, telephone interviews, and focus groups.
- Create and structure Excel spreadsheets, databases, and other data repositories.
- Conduct data entry and analysis activities, such as thematic analysis of interviews and survey data analysis.
- Draft deliverables, including writing reports and other products and designing data visualizations (charts, tables, maps, etc.).
- Contribute to business development, research/writing projects, and public speaking.

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

- Master's degree in relevant field.
- Three to five years of evaluation experience.
- Knowledge of/experience with evaluation concepts, frameworks, theories, and designs.
- Solid research abilities, including critical thinking and analysis.
- Effective communication skills, including speaking, writing, notetaking, and typing.
- Interest in evaluation in the areas of philanthropic and nonprofit programs, services, and advocacy initiatives, including the issue areas of advocacy and social movements, health/health promotion/health equity, and social justice.

#### **Salary and Benefits**

- This is a full-time, paid position.
- The entry-level Associate annual salary typically ranges from \$50,000 to \$60,000.
- Salary for this position is negotiable and commensurate with experience.
- The Associate position is eligible for the complete Innovation Network benefits package, including medical/dental/vision insurance, medical and dependent care flex spending plan, 401(k), Federal Credit Union, SmartBenefits pre-tax commuting costs, and more!

#### **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, Administrative & Operations Coordinator. In your cover letter, we encourage you to provide a detailed description of your experience conducting evaluation, the types of programs or initiatives that were evaluated, the evaluation design that was used, and your role and contributions to the project. Please explicitly speak to your experience conducting interviews. Also, please describe your typing ability and include an estimate of typing speed (words per minute).

Stephanie Darby, Administrative & Operations Coordinator

Re: Associate Search

Email: [sdarby \[at\] innonet \[dot\] org](mailto:sdarby@innonet.org)

Fax: 202-728-0136

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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.