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Director I/Assistant Director

The Mark is an evaluation and research company in Orange County, California. We work with professors at US and international universities to assess implementation and impact of federally and privately funded programs. The Mark currently works on projects funded by federal agencies such as the National Science Foundation, National Institutes of Health, and NASA. We would like to sustain this funding stream and expand to additional federal, state, private, and non-profit funding.

DESCRIPTION OF POSITION

Full-time position managing alongside the CEO and Director the operations of more than one team and the business development, specifically the proposal development associated with new business opportunities. The main difference between Assistant Director and the Director is not only the level of responsibilities and how they are split between the two positions, but also the type of experience/capabilities. The Assistant Director role is primarily to help support the Director I and prepare the Assistant Director for the Director I role which is ultimately responsible for everything listed below.

RESPONSIBILITIES MAY INCLUDE ANY OR ALL OF THE FOLLOWING

Client relationship and operations management

- Maintain and improve client relationships through work with SEs and CEO/President.
- Assign new projects to teams to ensure even distribution of work.
- Develop project scopes of work in collaboration with the senior evaluator when proposals are funded.
- Transition projects onto a team as soon as possible so the SE is informed about work in the pipeline almost as soon as Director knows either by involving an SE in attending first meetings with clients and other stakeholders or updating them immediately after
- Assist with project set-up such as evaluation plans and IRB applications.
- Attend funder and project conferences and trainings as appropriate.
- Step in and troubleshoot if problems occur on projects and work directly on project management with SEs in similar capacity. Assist teams to resolve issues that arise with projects and/or clients.
- Review all deliverables including surveys, reports, briefs, literature reviews, etc. before they are sent by senior evaluators to clients or funders.
- Actively work with SEs to ensure all deliverables and invoices are sent on time.
- Mentor and train evaluation employees as appropriate.
- Work with CEO/President to select and design a new office for expansion.
- Work with VP of Finance to ensure operational decisions impacting company finances are communicated and coordinated.

Business Development opportunities

- Assist the CEO/President and grant writer to identify, select, and recruit evaluators to develop proposals.
- Provide feedback to individuals working on proposals and the grant writer for the initial phase of the evaluation design, and then review final proposals before they are submitted.
- Oversee grant management and organization.
- Maintain the grants portion of the company manual.
- Respond to evaluation quote requests via phone or email, work with CEO/President to develop estimates, and lead follow-up calls/interviews.
- Respond to NSF and other proposal partnership requests via phone or email, identify evaluators to develop evaluation plans, and coordinate communication with proposal writers. Review evaluation plans before they are sent to the proposal writers.
- Help proposal writers develop measurable goals, and develop the evaluation plan for the proposal, letter of commitment, and MOU.
- Maintain current CV, NSF and NIH-formatted biosketches, NSF Collaborators and Other Affiliations form, and NSF Current and Pending Support form.
- Review and ensure proposal submissions, track funding status, and maintain corresponding files organized.
- Seek out opportunities in technical area of interest, and manage the appropriate business development teams associated with such.

Employee management - Evaluation and grant employees

- Update evaluator and grant writer job flyers and paper screen candidates.
- Interview all senior evaluators and grant employees.
- Meet with new senior/associate evaluators and grant employees as an orientation to responsibilities.
- Oversee training and support of new senior/associate evaluator and grant employees.
- Conduct senior evaluators' and grant employees' performance evaluations.
- Ensure all evaluators' and grant employees' reviews are conducted according to the employee handbook.
- For all evaluation and grant employees in a second 20-workday review, co-conduct the review with the supervisor and employee.
- For evaluation and grant employees in a third or more 20-workday review, conduct the review and demotion/dismissal.
- Along with CEO/President, review performance evaluation forms for all employees prior to the performance evaluation meeting.
- Discuss and help resolve employee interpersonal concerns.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Master's degree or higher.
- At least 10 years professional full-time experience in program evaluation, quantitative and qualitative research design and analysis.
- At least 5 years experience as a project manager in a research, consulting, or social service environment.
- Demonstrated experience with project planning, project direction, fiscal management, client relationships, staff supervision, report preparation, oral presentations, and proposal development.

KNOWLEDGE AND SKILLS

- Proficiency in SPSS/Stata/R and Excel and statistical analysis methods is required.
- Familiarity with experimental and quasi-experimental research and evaluation methods.
- Experience with qualitative analysis software such as NVivo and Dedoose and methods.
- Experience conducting evaluation and research writing in academic and applied contexts.
- Experience conducting experimental and quasi-experimental evaluation designs.
- Experience in project management including monitoring multiple timelines, simultaneous deadlines, budgets and writing proposals.
- Experience conceptualizing program theory through the use of logic models, theories of change, or system maps.
- Experience using online survey management platforms (ie. Survey Gizmo, Qualtrics).
- Experience developing evaluation forms, surveys, and focus group and interview protocols.
- Strong Microsoft Word skills, excellent writing, editing, and proofreading skills.
- Able to manage multiple large-scale, multi-faceted projects simultaneously and meet deadlines.
- A solid work ethic, dependable, focused.
- Outstanding organizational and time management skills, detailed orientated.
- Able to seek out resources to locate and analyze data from secondary data sources.
- Fast learner with a quick mind.
- Able to provide leadership, mentoring, direction, supervision, and training to evaluation associates and assistants.
- Able to lead a team, delegate responsibilities, and hold others accountable.
- Able to work independently to plan project tasks in advance and identify steps leading to project completion.
- An upbeat person with excellent communication and interpersonal skills who can maintain a positive work environment and positive, professional interactions with clients.
- Able to flex work schedule based on travel and online conferencing responsibilities.
- Able to think outside the box and identify the most efficient methods.
- Able to take direction, learn from mistakes, and make changes.

ADDITIONAL REQUIREMENTS

- Must hold a valid driver's license to drive in the USA and own a vehicle or obtain own transportation to work.
- If employee does not own a vehicle, must be willing to pay rental car/uber/taxi in excess of allowable mileage to and from client meetings and conferences.

COMPENSATION

SALARY

- The starting salary range for this position will be determined by The Mark and commensurate with degree, skills or experience as a project manager and experience in business, as well as number of years' experience working in a senior level position as an evaluator or social science researcher.
- Opportunities to earn bonuses beyond the base salary are also available. Senior level employees are strongly encouraged to submit evaluation and research-related proposals in their areas of interest and specialization to earn bonuses and develop their own work teams and portfolios.

The Mark is an equal opportunity employer and does not discriminate in hiring or employment based upon race, color, religion, national origin, sex, age, marital status, handicap, or any other reason not related to employment. All successful applicants will be required to show proof of legal right to accept employment in the US.

If interested, email cover letter, CV, references, and contact information to:

info@themarkusa.com

Subject line: Assistant Director/Director I position

Attention: Office Manager