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## Senior Evaluator /Researcher I

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 also conduct evaluation for nonprofit organizations and for-profit businesses.

### DESCRIPTION OF POSITION

Full-time remote position. Manage all aspects of a portfolio of evaluation and/or research projects and complete deliverables within designated timeframes and budgets.

### RESPONSIBILITIES MAY INCLUDE ANY OR ALL OF THE FOLLOWING

#### PROJECT MANAGEMENT

- Manage team portfolio of evaluation projects, including non-STEM projects, specifically nonprofit and for-profit projects
- Maintain and improve client relations. Develop innovative ideas to work with and present information to clients and stakeholders
- Ensure team compliance with IRB protocols and general data security

#### TEAM MANAGEMENT & LEADERSHIP

- Delegate tasks according to project needs and team skillsets
- Create and maintain an efficient communication system within team
- Develop, improve, and maintain team processes and practices (e.g. team filing)
- Check in regularly with team members and monitor task completion. Mentor and provide assistance to team members as needed
- Oversee team professional development plans and support junior employees in growth and development and conduct employee performance reviews
- Build team skillsets in evaluation design, data analysis, and reporting
- Participate in hiring (i.e. screening resumes, job interviews)

#### BUSINESS DEVELOPMENT

- Develop evaluation plans, budgets, and letters of commitment
- Respond to Requests for proposals (RFPs)
- Participate in task forces
- Work more directly with CEO to develop and work on new business in desired area
- Attend client meetings and assess and support work to develop new business

#### EVALUATION DESIGN

- Develop and oversee evaluation design, including the methodological and theoretical design of evaluation projects
- Regularly update evaluation plans for all projects and communicate changes with team, Directors, and clients
- Work collaboratively with PIs to develop and monitor their project plan including creating logic models, benchmark/milestone tables, and output and outcome metrics and targets
- Conduct literature reviews to identify appropriate evaluation methods and stay abreast of evaluation literature and share with team members to maintain best practices and informed evaluation designs

#### REPORTING

- Oversee report development including concept maps, report outlines, and development of visuals. Assume ultimate responsibility for all team deliverables
- Contribute to report writing

- Edit team deliverables, including reviewing analyses and writing done by junior staff and provide feedback on their work

#### **DATA COLLECTION, DATA ANALYSIS, AND DATA MANAGEMENT**

- Develop and oversee evaluation instrument development including surveys, evaluation forms, interview protocols, focus group protocols, assessment rubrics, etc.
- Oversee and implement data collection through surveys, focus groups, interviews, observations, assessment rubrics, and other methods
- Develop data analysis plans
- Oversee data cleaning, data analysis, and data management
- Analyze quantitative and qualitative data by applying appropriate analysis techniques

#### **OTHER**

- Other evaluation and research-related responsibilities as customarily performed by an employee in a similar position
- Participate in professional development activities to benefit individual, team, and company
- Participation in committees and other leadership development opportunities is optional, but strongly recommended
- Participate in administrative decision-making with Directors and CEO
- Help Director maintain current CV and NSF and NIH-formatted biosketches, Collaborators and other Affiliations (COA) document, and Conflicts of Interest (COI) document, as well as documentation of evaluation plan/proposal status

### **QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- Master's degree or higher, preferably in social sciences/education or related fields
- 5 years professional full-time experience in program evaluation, quantitative and qualitative research design and analysis
- 3 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 (i.e. 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 has been established at \$58,464 to \$64,728 and is negotiable commensurate with degree, skills and number of years' experience working in a mid or 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

##### **BENEFITS**

The Mark offers a competitive benefits package to all full-time employees including:

- Health, dental, and vision benefits
- 10 paid holidays per calendar year
- Vacation days
- Sick time
- 401K retirement plan
- Bonuses
- Fully remote

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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](mailto:info@themarkusa.com)

**Subject line:** Senior Evaluator /Researcher I Position

**Attention:** Office Manager