

communitas CONSULTING

CUSTOM SOLUTIONS • MEANINGFUL RESULTS

Freelance Research Director – Early Childhood Development **Communitas Consulting, www.communitasconsulting.com**

Communitas Consulting specializes in developing the custom solutions and committed partnerships that help leaders at nonprofits, foundations, and government organizations implement and achieve their vision of success. By using research, strategic planning, coaching, coalition building, and in-depth analysis, we bring social change into focus, answering the challenges and building on the strengths of each client.

Research Director

Communitas Consulting seeks a freelance Research Director to design, advise, and implement a high-quality social sector needs assessment of early childhood education across Virginia. For 2019, the position requires approximately 8-12 hours per week for the early childhood project, and has potential to include expanded hours for additional projects for national, regional, and local philanthropies, nonprofits, and public agencies. The Research Director reports to the Founder and Principal of Communitas Consulting and leads the practice's innovative approach of linking customized needs assessments with organizational capacity building, providing clients with immediate strategic and practical guidance for moving forward. The Research Director will have responsibility for the following four elements:

1. Evaluation Design and Implementation

Design and build practical, timely, and rigorous evaluation and needs assessment processes that provide valuable information to social sector clients. Develop the overall research plan and approach—ensuring this approach can be conveyed to clients and has direct links to client goals. Support client understanding of their programs through the development of program logic models, measures, and criteria for evaluation. Support the execution of the research by guiding the sampling, measurement creation (e.g., surveys, interviews, focus groups) and/or measurement selection, and ensuring teams adhere to protocols to protect the quality of data collected. Guide the analytic approach to include sample definition, handling of missing data, coding scheme creation, and database management. Analyses tend to emphasize quantitative descriptive analyses, qualitative analysis, and some inferential quantitative analysis (e.g., ANOVA, regression-frameworks).

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2. Analysis and Writing

In partnership with Communitas Consulting team members, analyze information and data and convey key insights and findings in accessible and compelling narrative language. Contribute to writing final project documents and reports and providing visual charts and graphs to support findings.

3. Engagement and Communication

Serve as the practice's lead on communicating and presenting research results to diverse audiences (e.g., technical/non-technical, community/client, multi-cultural, etc.). Develop and manage ways to engage communities and program beneficiaries in participatory research design, implementation, and decision making.

4. Proposal Design

Contribute to the development of high-quality responses to requests for proposals—including preparing the project research framework, projecting a detailed scope of work, estimating and finalizing work plans for a team, and designing high-quality studies that exceed clients' expectations and deliver insights and actionable recommendations.

Qualifications and Characteristics

Among other qualities, the ideal candidate will possess: (1) a track record of completing rigorous evaluations, with at least 5 years of practice in the social sector; (2) experience managing relationships with clients outside of the academic sector and translating research to practice; (3) community-based experience engaging low-wealth populations as partners in research; (4) excellent writing skills and client relationship capacities; and (5) demonstrated quantitative analysis experience, as well as qualitative. Additional qualifications include:

- Doctorate in social policy area (psychology, education, sociology, public policy) preferred
- Minimum of 5+ years of assessment and evaluation experience
- Demonstrated commitment to equity and inclusion
- Experience working with low-wealth populations
- Experience with SPSS, Stata, or other statistical software
- Experience with and trust in collegial decision-making, coupled with the ability to work independently, flexibly, and with good humor
- Ability to handle multiple assignments and anticipate and meet inflexible deadlines
- Ability to pay attention to accuracy and detail while thinking broadly; excellent organizational and project management skills
- A strong results orientation
- Effective communicator and writer; publication record preferred

Compensation

The pay for this part-time position is hourly and is commensurate with experience and salary history. The work is contractual and weekly hours depend on the size and scale of the

evaluation and assessment projects underway. While much of the work is virtual, the Research Director will be expected to meet in person with the team in the Charlottesville and Richmond Virginia area.

Location

Charlottesville or Richmond, Virginia

Deadline and Submission

Please submit a cover letter, resume, and the names of three references by email to Saphira Baker, baker@communitasconsulting.com, by December 28, 2018.