



Magnolia Consulting Senior Researcher/Evaluator (Virtual Office)

Magnolia Consulting (www.magnoliaconsulting.org) a woman-owned, small business based in Charlottesville, Virginia, is seeking a full-time Senior Researcher/Evaluator to support our team of highly motivated, client-centered individuals. We are a virtual company, but will give preference to applicants located in Virginia, North Carolina, and the surrounding states.

We cultivate learning and positive change for our clients by providing research, evaluation, and capacity-building services that align with our [core values](https://magnoliaconsulting.org/values/) (<https://magnoliaconsulting.org/values/>). As a team member, the Senior Researcher/Evaluator exemplifies our core values through their words, actions, and mindset in all collaborations with colleagues and clients. The Senior Researcher/Evaluator delivers high quality, responsive, and timely work with professionalism and positivity. You might be right for our team if:

- You have a doctorate degree and at least 7 years of experience conducting research and evaluation studies from design to implementation and reporting;
- You are an expert in applying various analytical techniques including multi-level modeling and other inferential statistics, handling of missing data, intent to treat analyses, and effect size calculations, as well as qualitative analysis techniques;
- You have successfully developed proposals and secured external funding;
- You have demonstrated skill in writing and presenting study findings effectively to various audiences;
- You have provided capacity-building services in evaluation (preferred); and
- You have experience with STEM evaluation design and implementation (preferred).
- You are comfortable working as part of a close-knit, virtual team from a home office.

At Magnolia Consulting, we are committed to being a force for good through actions that create a kinder, more just, equitable, and inclusive society. We recognize the power and potential of research and evaluation in

- giving a voice to and protecting the rights of the marginalized and disempowered,
- representing the lived experiences of diverse communities with respect and honor,
- improving equitable access to opportunities for diverse groups of people, and
- transforming systems to promote fairness and equity.

As an organization, we embrace team members, clients, and stakeholders of all backgrounds, cultures, and life experiences and seek to discover our "sameness," while also respecting our unique differences. We honor diverse perspectives, hold space for truly hearing and understanding each other, and harness our collective strengths to bring into the world services that promote justice, equity, diversity, and inclusivity (JEDI).

Read Magnolia's full JEDI statement on our website: <https://magnoliaconsulting.org/justice-equity-diversity-and-inclusion-jedi-statement/>

Our hiring process includes the following steps:

1. Complete and submit an application package:
 - a. Submit a cover letter and resume to resumes@magnoliaconsulting.org AND
 - b. Complete an initial one-way video interview. Keep in mind, this is mandatory for further consideration. The interview consists of 6 questions for which you will provide recorded answers. You will have the ability to practice before getting started.

Here is the link for your video interview: <https://hire.li/6915e8e>

The deadline to complete the interview is five days, but the sooner you can get the interview completed, the better, will fill the position as soon as we find the best candidate. Our goal is for the different members on our hiring team to get to know you better. A few important things to note:

- We use a video interviewing platform called Spark Hire. If you need any help with the process, you can reach their 24x7 support team at support@sparkhire.com.
- If you don't have a webcam, you can use a mobile device after downloading Spark Hire's free iOS or Android app.
- Once you accept the interview invitation, you will be emailed step by step instructions from Spark Hire.

2. If you are selected to move on based on your resume, cover letter, and initial Spark Hire video interview, we will ask you to complete a performance task to demonstrate your study design skills.

3. If you are selected to move on after the performance task, we will invite you to participate in a full interview with the Magnolia team.

JOB DESCRIPTION: Senior Researcher/Evaluator

POSITION KEY RESPONSIBILITIES

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- ❑ Develops rigorous study designs that reflect best practices in research and evaluation, respond to clients' needs, and are use-oriented and feasible.
 - ❑ Develops project budgets, scopes of work, and management plans for successful project implementation.
 - ❑ Conducts advanced statistical analyses, including regression and multilevel modeling, of assessment, administrative, and survey data.
 - ❑ Conducts qualitative analyses of data from focus groups and interviews and integrates them with quantitative results on mixed-method studies.
 - ❑ Leads instrument development (e.g., surveys, implementation rubrics, interview and focus group protocols, and observation protocols) for assigned studies.
 - ❑ Provides leadership, oversight and support to project staff in study implementation including, but not limited to, site recruitment and orientation, survey administration, data collection, data cleaning and preparation, descriptive data analysis, data displays, and report development.
 - ❑ Designs and develops such as visual displays, dashboards, and infographics, that communicate findings in a clear and compelling manner, according to best data visualization practices.

- ❑ Prepares reports, articles, and presentations to communicate findings for clients and stakeholders.
- ❑ Pursues new work through the identification of funding opportunities, networking, and successful proposal submission.
- ❑ Develops business through existing client relationships.
- ❑ Increases organization's credibility and own professional reputation by presenting at national conferences and publishing in refereed journals.
- ❑ Reflects on practice, stays abreast of current research, and engages in ongoing professional growth.
- ❑ Responds to clients and customers in a timely and professional manner.

OTHER RESPONSIBILITIES

- ❑ Travels for study orientations, site visit data collection, project meetings, conferences, and other project or organizational activities, as needed.
- ❑ Documents work through project management software, timesheets, expense reports, task prioritization forms, etc.
- ❑ Communicates needs and expectations clearly.
- ❑ Plans for, convenes, attends or facilitates teleconferences, meetings, and annual staff retreats.
- ❑ May supervise other staff.

SKILLS & QUALIFICATIONS

- ❑ Experience designing and directing research and evaluation work independently within the context of study plans.
- ❑ Experience designing randomized controlled trials (RCT) and/or quasi-experimental designs (QED) with propensity score matching.
- ❑ Expertise and experience in applying various analytical techniques including:
 - Multilevel modeling, regression, analysis of variance and other parametric approaches
 - Nonparametric approaches
 - Calculation of standardized effect sizes

SKILLS & QUALIFICATIONS (CON'T)

- ❑ Ability to design evaluation instruments based on qualitative and quantitative methodologies.
- ❑ Advanced knowledge and proficiency of statistical analysis software (e.g. SPSS)
- ❑ Advanced knowledge and proficiency of office software to include word processing, spreadsheets, database, e-mail, and special statistical software, etc.
- ❑ Demonstrated skill in writing and presenting mixed-method study findings effectively to various audiences.

PREFERRED

- ❑ Experience securing funding from federal, state, private, or not-for-profit agencies.
- ❑ Knowledge of R programming.
- ❑ Knowledge and experience using qualitative analysis software.
- ❑ What Works Clearinghouse 4.1 certification.

EDUCATION AND EXPERIENCE

- ❑ Requires a doctorate degree.
- ❑ A minimum of 7 years progressively responsible experience in evaluation designs and methods related to the position.
- ❑ Advanced coursework, training, or certification in evaluation and research design



- ❑ Experience in writing proposals, serving as Co-Pi, and expertise in specific research methods or content areas.

PERSONAL ATTRIBUTES AND ALIGNMENT TO MAGNOLIA'S CORE VALUES

- ❑ Abundance: Positive and supportive; conveys a pleasant and kind demeanor even under pressure.
- ❑ Service: Team-oriented and focused on the common good over self-interest; highly collaborative
- ❑ Service: Ability to complete and prioritize multiple tasks with competing deadlines, effectively managing resources and directing the work of other team members
- ❑ Excellence: Outstanding communicator in every medium; understands the importance of clear and tactful messages.
- ❑ Excellence: Self-motivated and able to establish priorities, meet deadlines within budget, and complete work successfully with considerable independence.
- ❑ Excellence: Detail-oriented and conscientious.
- ❑ Heart-centeredness: Highly responsive to teammates and clients alike; makes others feel valued and respected.
- ❑ Heart-centeredness: High emotional intelligence; has a keen awareness of self and how he or she is perceived by others; values harmony and understanding
- ❑ Cultivation: Strategic thinker able to contribute to the attainment of business objectives.
- ❑ Cultivation: Humble and receptive to feedback.
- ❑ Cultivation: Resilient; able to understand challenges as natural opportunities for growth and learning.
- ❑ Integrity: Trustworthy and discreet.
- ❑ Integrity: Highly ethical and principled.
- ❑ Integrity: Ability to make sound decisions with judgment and discretion.