

JOB DESCRIPTION: Researcher/Evaluator

MAGNOLIA CONSULTING VALUES

Through our research and evaluation studies and technical assistance, Magnolia Consulting team members work in alignment with our [core values](#) of abundance, service, excellence, heart-centeredness, cultivation, integrity and use-focused results, and JEDI-driven across a broad range of fields including PreK-20 education, human services, and organizational change.

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 a [certified B Corporation](#), 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 [Commitment to Respectful Engagement Statement here](#).

GENERAL PURPOSE

A team member in the Researcher/Evaluator position contributes to a variety of research and evaluation services that cultivate learning and positive change for Magnolia’s customers. This role contributes to study planning and design; development of instruments and study materials; database management; study implementation; data analysis; and reporting and communication of findings. A team member in this position manages the day-to-day operations of larger studies and has sole responsibility for small-scale studies.

A Researcher/Evaluator represents Magnolia Consulting to customers and prioritizes meeting their needs through high-quality, responsive, and timely work, modeling professionalism, positivity, and collaboration throughout all work.

POSITION KEY RESPONSIBILITIES

Research/Evaluation Design and Management

- Contributes to the design and planning of research/evaluation studies.
- With direction from senior-level staff, designs and develops research and evaluation instruments.
- Manages day-to-day study implementation and coordinates the work of support staff in support of implementation.
- Integrates Magnolia’s core values throughout the research/evaluation process, from development to reporting.
- Supports proposal writing and contributes to the evaluation design and methods for proposals.

Data Collection

- ❑ Leads and conducts data collection activities, including survey administration and management (using Alchemer), interviews, focus groups, and observations.
- ❑ Travels nationally for study orientations and site visits to support study implementation and data collection activities.

Database Preparation and Management

- ❑ Manages comprehensive and complex study databases in Excel, SPSS, or Atlas.ti according to specifications.
- ❑ Oversees, and as needed, prepares databases in Excel and SPSS by entering, cleaning, checking, coding, and merging data to support a range of analyses, including—but not limited to—multilevel modeling and propensity score matching.
- ❑ Oversees, and as needed, prepares databases in Atlas.ti by entering, cleaning, and preparing qualitative data for import from interviews, focus groups, or other sources. Supports the development of coding schemes for qualitative data.
- ❑ Oversees and, as needed, conducts the export and preparation of survey data from Alchemer for analysis and reporting.

Data Analysis

- ❑ Leads quantitative and qualitative data analyses, including descriptive statistics, inferential quantitative analyses (both parametric and non-parametric), and qualitative coding, content analysis, and thematic analysis aligned with study design.
- ❑ Interprets and synthesizes findings from quantitative and qualitative analyses.
- ❑ As appropriate, conducts analyses that align with Magnolia's JEDI strategies.

Reporting, Data Visualization, and Dissemination

- ❑ Contributes to the preparation of reports for large-scale studies, infographics, articles, and presentations that communicate findings to clients and stakeholders and reflect Magnolia's JEDI strategies.
- ❑ Designs and develops data visualization displays and dashboards that communicate findings in a clear and compelling manner, consistent with best practices in data visualization.
- ❑ Leads report and presentation preparation for small-scale studies.
- ❑ Promotes the visibility of Magnolia's research and evaluation studies through social media, blogs, and other information dissemination opportunities.

Communication

- ❑ Serves as a key point of contact for clients and study participants on assigned studies and communicates in a timely and professional manner.
- ❑ Communicates study plans and updates to clients and study participants clearly.
- ❑ Plans and facilitates teleconferences and meetings with clients.
- ❑ Communicates own needs and expectations to other team members clearly.
- ❑ Helps plan and facilitate internal staff meetings and annual staff retreats.

OTHER RESPONSIBILITIES

- ❑ Increases organization's credibility and own professional reputation by presenting at national conferences.
- ❑ Reflects on practice, stays abreast of current research, and engages in ongoing professional growth.
- ❑ Documents work through project management software, timesheets, expense reports, and related systems.

- ❑ Proactively manages workload, prioritizes tasks, and self-initiates work with minimal supervision.
- ❑ Takes a solution-oriented approach to work, identifying hurdles and proposing practical next steps.
- ❑ Contributes to broader organizational initiatives, including supporting strategic communications efforts such as social media, blogs, and website content.
- ❑ Provides guidance to Research Assistants and other support staff, as appropriate.
- ❑ Performs other duties as required.

SKILLS & QUALIFICATIONS

- ❑ Strong knowledge of research and evaluation design and methods.
- ❑ Ability to design research and evaluation instruments aligned with qualitative and/or quantitative methodologies.
- ❑ Experience with analytical techniques, including descriptive and inferential quantitative analyses (e.g., multilevel modeling, effect size calculations), and qualitative analytic approaches (e.g., content analysis, thematic analysis).
- ❑ Substantial knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook), SPSS, and qualitative data analysis software (e.g., Atlas.ti or comparable programs) as required by assigned projects. Knowledge and proficiency in R preferred.
- ❑ Experience with online survey platforms (e.g., Alchemer or Qualtrics).
- ❑ Demonstrated skill in writing and presenting study findings effectively to various audiences.
- ❑ Ability to manage time effectively in a largely self-directed work environment.
- ❑ Additional skills, knowledge, and abilities may be required depending on scope of assignment.

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 guiding the work of other team members; understands when to seek guidance and support from more senior 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-centered: Highly responsive to teammates and clients alike; makes others feel valued and respected.
- ❑ Heart-centered: High emotional intelligence; has a keen awareness of self and how they are 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.
- ❑ Use-focused results: Approaches work with the end user in mind, whether a team member, client, or study participant; thinks beyond task completion to intended purpose and impact; ensures outputs align with the practical needs of those who rely on them.
- ❑ Use-focused results: Designs studies and communicates findings in ways that inform client decisions, clarify implications, and aim to advance meaningful improvement.

- JEDI—Justice: Supports others in realizing their full potential.
- JEDI—Equity: Seeks ways to remove barriers.
- JEDI—Diversity: Finds common ground and honors differences.
- JEDI—Inclusivity: Fosters a sense of belonging in others.

EDUCATION AND EXPERIENCE

- Master’s degree required with relevant research and evaluation experience. Doctoral degree preferred.
- A minimum of 3–5 years of progressively responsible experience in research and/or evaluation.
- Coursework in evaluation, research methodology, statistical analysis, and instrument development.
- Experience in education research and evaluation or education-related content areas preferred.

WORKING ENVIRONMENT

- General home office environment free from disruptions.
- Semi-frequent travel, sometimes to rural areas in small aircraft.
- Ability to lift 15-20 lbs.