Job Title: Evaluator

Location: Remote (NC, SC, GA, TN or FL preferred)

Qualifications: Master's Degree; Ph.D. preferred and at least 5 years of experience

The Evaluation Group (TEG) is an independent evaluation firm with over 30 years of experience evaluating federal, state, and foundation grant programs. Our **mission** is to be the leader at helping organizations across the nation achieve their purpose through grants and evaluation. Our team of highly skilled, socially minded, full-time evaluators specializes in planning, implementing, and evaluating education, health, and human service programs. TEG is organized in cross functional teams so that each project has a static team dedicated to it offering our partners and team members optimal support. Our **approach** to evaluation is DYNAMIC: Designed specifically to meet Your Needs by providing Accurate and Meaningful Information through Collaboration, while being utilization-focused, participatory, strengths based, grounded in systems theory, and ethical. We are driven by our **core values** of: Positivity, Teamwork, Integrity, Excellence, Initiative, and Continuous Improvement.

Our Comprehensive Services Include:

- **Evaluation Design:** Grant writing, logic modeling, program evaluation design

- **Data Collection:** Focus groups, surveys, site visits, observations, tools

- **Data Management:** Databases, dashboards, tools, security, privacy

- **Data Analysis:** Synthesis, triangulation, calculation, interpretation

- **Data Visualization:** Briefs, snapshots, infographics, reports

- **Presentation:** Effectiveness, progress, recommendations

- **Rigorous Design Studies:** QED, RCT, SITS, HLM

- **Tools:** Fidelity indices, rubrics, protocols

Is TEG the Place for YOU? We are looking to add a dynamic Evaluator to our team of evaluators. We need a highly skilled, self-directed, and friendly professional who is passionate about our **purpose** of Creating Opportunities to Improve Lives. Strong candidates will have an evaluation background with extensive experience in evaluation design, data collection, data management, data analysis, and reporting; excellent written and verbal communication skills; proficient in Excel, Google Suite, and at least one statistical software (such as R or SPSS); strong interpersonal skills; ability to manage multiple projects and deadlines; meticulous attention to detail; ability to work independently and as part of a team; and suitable home office environment free from interruptions. TEG offers an excellent benefits package, including company paid employee medical, dental, vision, and life insurance; 401(k) plan with a match; 4 weeks of paid time off annually; and competitive salaries commensurate with experience.

To Apply: Email a cover letter and resume to Apply@evaluationgroup.com. State in your cover letter why this position interests you, why we should employ you, salary requirements, compensation history, and contact information. Resumes will be accepted until the position is filled. EOE.

Thank you for considering joining our team (www.evaluationgroup.com).

As an Evaluator, you will design, lead and support evaluation projects while cultivating partner relationships. The duties associated with this position include, but are not limited to:

Design and Development:

1. Participate in and/or facilitate program model development meetings with partners.
2. Write evaluation sections for grant proposals, evaluation proposals, and bids, including narratives, research and evaluation design, goals and objectives, and logic models.
3. Adhere to timelines and quality standards outlined by the Director of Grants.

Evaluation Projects Lead:

1. Lead evaluation projects, serving as the primary point of contact for the partner.
2. Provide high-quality customer service and ongoing, problem-solving consultation.
3. Employ a DYNAMIC, utilization-focused and participatory approach to evaluation.
4. Collaborate with team to design an evaluation that fits the partner's needs, the available data, the funder's expectations, and the budget parameters.
5. Develop a comprehensive evaluation plan that delineates deliverables and timelines.
6. Collaborate with the partner to craft a logic model, theory of change or strategy map.
7. Assure that all products and services are delivered in a high-quality and timely manner.
8. Communicate regularly with partners in a professional manner.
9. Adhere to the guidelines in the CFT process guide and roles/responsibilities documents.
10. Complete IRB requirements, as applicable, with support from team.

Data Collection, Management, and Analysis:

1. Conduct various forms of quantitative and qualitative data collection for given projects (i.e., surveys, interviews, observations, focus groups, data tracking, academic data, etc.).
2. Manage and analyze quantitative and qualitative data using a variety of methods including SPSS, Excel, Google Suites, Survey Gizmo, etc.
3. Collaborate with the Data Architect for data management, dashboard, and analysis needs.
4. Develop data collection instruments such as spreadsheets, interview and focus group protocols, observation protocols, and surveys.

Reporting and Presentations:

1. Produce high-quality, error-free evaluation reports and other deliverables with an emphasis on accurate data, easy-to-understand language, and use of data visualization.
2. Orally present and explain data to partners or other relevant parties using a variety of mediums (i.e., in-person, webinars, videos).

General Team Activities:

1. Facilitate and/or participate in cross-functional team, partner, and team meetings.
2. Review snapshots, plans, tools, drafts, materials, presentations, and products for peers.
3. Participate in and/or lead professional development for team.
4. Maintain active membership in AEA.

Other Duties as Assigned.