Job Description: Consultant – Program Evaluation

About the Firm
3SI specializes in delivering business intelligence and program evaluation services to philanthropies, public sector organizations, and not-for-profits. The 3SI team strives to make a material difference in the work of our clients and the lives of the people that they serve. 3SI leverages our team’s subject-matter expertise and technical knowledge to convert client data into information and knowledge, which in turn enables organizations to improve and scale their impact. In pursuit of these goals, we work as individuals and in small teams and are accustomed to highly fluid, fast-paced work environments. 3SI is based in Seattle, Washington.

Position Description
This position will help drive the growth of our program evaluation and analytics practice. As part of this practice, this individual will be a critical and important member of the 3SI consulting team that works with the state of Washington to implement the $165 million Race to the Top Early Learning Project. A major goal of the project is for 54% of the state’s licensed early child-care facilities to achieve demonstrable improvements in pre-school education quality, which will positively affect approximately 90,000 children. The position will also support work for the Bill and Melinda Gates Foundation, and will be instrumental in helping 3SI develop new market opportunities. Qualified candidates will be deeply knowledgeable of program evaluation methods and practice (quantitative and qualitative); be comfortable with and adept at modeling, analyzing, synthesizing and presenting data; have excellent interpersonal and communication skills (oral and written), and be able to efficiently and effectively manage projects and deliver results to clients on time and on budget.

Base salary: DOE. Position will report to a 3SI Principal. Position is eligible for annual bonus and profit-sharing. A comprehensive benefits package is included. Please send resumes and cover letters to info@team3si.com.

Position Responsibilities
- Evaluate organizations, program strategy and program execution as a monitoring, learning and evaluation (MLE) expert, including:
  - Identifying key strategic decisions and learning questions; formulating logic models, goals and target-setting; developing results frameworks; and conducting MLE planning in conjunction with program execution planning.
- Work effectively with clients to develop a deep understanding of issues, create strategies for change, secure clients’ buy-in to solutions, and work alongside clients and colleagues to make those solutions occur.
- Develop, manage and support projects that demand high level quantitative and financial skills to inform client strategies, performance objectives, and program results. Design, build, model and maintain flexible data models from various sources, and clearly explain how these data sets can improve specific decisions.
- Conduct and produce professional, thorough, rigorous and insightful analyses and evaluative outputs, including program evaluations; program reports/dashboards of targets, progress, and results; briefing documents; portfolio reviews; project lessons learned; etc.
- Formulate strong evaluation and study designs suitable to a variety of research and programmatic questions and priorities.
• Contribute materially to firm business development, including helping principals with new client acquisition; leading development of request for proposals and/or qualifications (RFP or RFQ); and representing the firm at appropriate meetings and conferences.
• Demonstrate working knowledge of and professional experience using statistical evaluation packages, Excel, and MS Office products. Show an enthusiasm for and willingness to be trained on other software as needed.
• Troubleshoot data-quality issues, validate result sets, recommend and implement process and performance improvements for data. Analyze, synthesize and communicate complex data-related issues clearly and succinctly to both internal colleagues and external clients.

Qualifications
• Master’s degree required. Formal education and training in program evaluation and/or social science preferred.
• Minimum 7 years of relevant experience in program evaluation, philanthropy, and/or a related field required. Content area expertise in evaluating education-related initiatives preferred but not required.
• Minimum 4 years of relevant experience in a consulting-related position required.
• Significant competency modeling, synthesizing and presenting quantitative analysis and data in a variety of formats (power point, Word, Excel, etc.) using a variety of software packages (SPSS or equivalent statistical package, Excel, etc.)
• Demonstrated commitment to 3SI’s core mission and values in serving our philanthropic, not-for-profit, and government clients.
• Excellent interpersonal and communication skills (oral and written).
• Manage multiple assignments simultaneously; demonstrate initiative in taking on additional responsibilities when needed.
• Strong consultative and project management skills and ability to work efficiently and effectively both autonomously and in small teams in a highly fluid, fast-paced work environment.
• Requires residency in Seattle, WA