



EVALUATION CONSULTANT (CONTRACTOR)

About TCC Group

Formed in 1980, TCC Group provides strategic planning, program development, and management consulting services to foundations, nonprofit organizations, corporate community involvement programs, and government agencies. Its consulting staff includes individuals with wide-ranging expertise and experience in diverse areas of nonprofit sector activity, including education, arts and culture, community and economic development, human services, health care, children and family issues, and the environment.

From offices in Philadelphia, New York City, San Francisco and Chicago, the firm works with clients nationally and internationally. Services to our clients include strategic planning, organizational assessment and development, feasibility studies, program and organizational evaluation, board development, restructuring and repositioning, as well as grant program design, evaluation, and facilitation.

About the Position

The Evaluation Consultant is a contracted employee based out of New York, whose primary responsibilities include, but are not limited to, designing, managing and conducting evaluations for the firm's philanthropic, nonprofit and corporate clients.

The Evaluation Consultant will work in a team-based environment that requires working closely with the firm's Director of Evaluation, Officers of the firm, and Senior Consultants in Evaluation and other Consultants. The work products created and/or supervised by the Evaluation Consultant would be expected to meet standards of the highest quality consistent with the firm's goals and our clients' needs. To learn more about the firm's philosophy and approach to evaluation, please see our web site and download the briefing paper ["Learning as We Go: Making Evaluation Work for Everyone."](#)

This position is a temporary, contract position with growth potential.

Responsibilities:

- Participating in client engagements at all levels; conducting and documenting interviews, developing project work plans and budgets; meeting with clients over the course of the project; facilitating meetings with boards, staffs, other stakeholders and observers; compiling and analyzing information gleaned from diverse sources; preparing reports including writing, formatting and editing; and preparing and making presentations.
- Providing day-to-day project management, usually under the oversight of the Director of Evaluation or an Officer or Senior Consultant of the firm, including maintaining regular contact with clients, monitoring project budgets and work plans, and supervising other Consultants, Analysts and affiliates. All of these activities should be pursued as part of a team building effort.
- Participating in firm marketing and sales efforts including attending meetings with prospective clients, drafting proposals, assisting in preparation of firm marketing materials, designing and conducting workshops, public speaking, writing briefing papers and working as part of a marketing team(s) in development and implementation of marketing strategies.

Responsibilities Specific to the Evaluation Practice:

- Designing and conducting summative evaluations for nonprofit organizations and funders.
- Designing evaluation plans and systems with nonprofit organizations and funders, including facilitating Logic Model processes with key stakeholders.
- Assuming a key professional role in conducting evaluations for clients, including conceptualization, design and implementation of comprehensive evaluations.
- Designing quantitative and qualitative research tools for data collection, including the ability to conduct tests of reliability and validity for survey instruments.
- Collecting data, including conducting interviews, focus groups, and administering surveys and questionnaires.
- Analyzing quantitative (via SPSS) and qualitative data, and writing evaluation reports and final products.
- Providing evaluation technical assistance and training to client organizations.
- Assisting clients with organizational development issues as a component of evaluation and capacity building.
- Assisting in management and quality control for the entire portfolio of evaluation projects.

Qualifications Include:

- Possess a masters degree or greater in the social sciences, public policy, education or a related field.
- Minimum of five-seven years experience working in philanthropy, the nonprofit sector, corporate or private philanthropy, or government.
- Substantive knowledge of public policy and programs (e.g., children and youth, community development, the arts).
- Experience in providing/facilitating organizational development/capacity building for foundations and nonprofit organizations.
- Experience with facilitating Logic Model processes with key stakeholders from foundations and nonprofit organizations.
- Minimum of five-seven years of conducting qualitative and quantitative evaluation work, both of which in the capacity of a project manager/lead.
- Supervisory experience.
- Formal training in evaluation/research design and methodology.
- Intellectual curiosity, creativity and a strong desire and capacity for diversity in professional challenges.
- Ability to juggle multiple tasks.
- Ability to take initiative while establishing strong, collaborative interpersonal relationships with colleagues at all levels and from a variety of disciplinary backgrounds.
- Proven record of having contributed to team building efforts in the pursuit of professional goals and objectives.
- Strong written and oral communication skills.
- Strong research and analytical skills.
- Well-organized and detail-oriented.
- Ability to travel.
- Proficient with computers, and experience with Windows 2000, Microsoft Office 2000, data base programs (e.g., Access), statistical analysis software (preferably SPSS), and Internet Explorer/Netscape.

Salary:

Commensurate with experience.

To Apply:

Please email resume and cover letter to:

jobs@tccgrp.com.

Please clearly indicate "Evaluation Consultant Search (Contractor)" in the subject field of your email

No telephone calls, please.

TCC Group is an equal opportunity employer. We encourage women and minority candidates to apply.

For more information on TCC Group, visit <http://www.tccgrp.com>.