



## Position Description: Senior Associate

TITLE: Senior Associate  
STATUS: Full Time/Exempt  
LOCATION: Washington DC/Flexible  
REPORTS TO: Executive Director  
REVISED: January 2022

*This position is open until filled. Prospective candidates are encouraged to apply at their earliest opportunity as applications will be considered on an ongoing basis. Start date will be mutually decided upon after an offer is made.*

### Executive Summary

**Innovation Network** is a national research and evaluation consulting firm that facilitates learning and evaluation to advance equity and social justice. We work to advance the field of evaluation through research, practice, and sharing of learning with the broader evaluation, philanthropic, and nonprofit community. We are looking to hire a **Senior Associate** to join our interdisciplinary team. We are poised to grow and engage a new Senior Associate to play a key role in leading consulting projects, mentoring staff, and contributing thought leadership to the field.

The Senior Associate will lead the design and management of client engagements; support the professional growth of the Innovation Network team; and contribute to the organization's thought leadership to advance equitable evaluation. Ideal candidates will bring demonstrated subject matter expertise in the areas of philanthropic and nonprofit programs, services, and advocacy initiatives, including the issues areas of advocacy and social movements, health/health promotion/health equity, policy change, and democracy; a master's degree in a social science or related field; deep knowledge of evaluation concepts, frameworks, theories, and designs; and significant experience in a consulting environment.

### About Innovation Network

Innovation Network **facilitates meaningful learning and evaluation with our partners to advance equity and social justice**. We do this work with and for nonprofits and foundations that represent and ally with communities that have historically had less power and privilege. We approach our work with an open mind and strive to advance equity in our evaluation practice both with our client partners and within the communities they serve. We believe in the power of data and storytelling to inform decisions, strengthen results, and create lasting change. We work with our clients to create space for sensemaking,

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reflection, and work with them to connect insights to action. We focus on the evaluation of organizations seeking social change primarily in the U.S, including advocacy and social movements, health and health equity, immigration, democracy and civic engagement, and other important social issues.

Over the past year our team has been working together to align our values, mission, vision, and commitments to race equity and social justice to be more intentionally reflected in the work we do with our external partners and within the policies and practices of our organization. While we are still learning and figuring things out, we present ourselves as the organization that we are striving to be. As part of the transformation that we are undertaking, we are shifting our internal culture and practices towards a culture where all staff can show up as their whole selves, create authentic connections with each other, and attend their growth, health, and other needs within and outside of work. As an organization, we are guided by our values of authenticity, learning & curiosity, community & connection, growing possibility, and social justice & equity.

As a mission-driven organization, Innovation Network is dedicated to strengthening the field of learning and evaluation, providing resources and expertise so that our partners and the communities they serve have the knowledge and skills to learn from their work and create greater impact. With original roots that focused on evaluation of smaller scale programs, Innovation Network now also partners closely with funders seeking to create social change by evaluating harder-to-measure concepts such as advocacy and social movements, health and health equity, and social justice-related issues.

- *Advocacy and grassroots power building / community organizing:* As funders and nonprofits are increasingly adopting new strategies such as grassroots engagement, grassroots mobilization, community organizing, systems change, and policy advocacy, Innovation Network has cultivated expertise and strategies to evaluate these types of complex initiatives. Innovation Network has deep experience evaluating federal, state, and local policy change efforts, in addition to systems change and grassroots movements, recognizing the ever-evolving nature of power building and advocacy. Whether the team is mapping civic infrastructure to understand how civic engagement organizations can be strengthened or working to better understand the landscape of health advocacy, the work is designed to inform strategic decision making.
- *Health and Health Equity:* With a deep understanding of the role of policy change to address systemic inequities, Innovation Network recognizes the challenges and benefits of evaluating health initiatives and deploys customized tools and frameworks to help its partners more effectively evaluate the impact of their efforts on policy to support the health of communities. Innovation Network's approach is grounded in the notion that work at the state and local level will change health outcomes and perceptions nationwide and frequently takes a community or field-level approach to understand patterns and trends across the health landscape.
- *Social Justice-related issues:* Social justice principles are inherent to many advocacy efforts that attack the root causes of systemic inequities, aiming to break down the institutional barriers that keep groups disadvantaged. Innovation Network engages with its partners to address issues related to economic justice, poverty, and racial justice.

## Opportunities and Challenges Facing the Senior Associate

The Senior Associate will join a highly dedicated team and committed board to provide insight to the social sector in evaluation theory and cutting-edge practices in learning and evaluation. As a senior member of the team, the new Senior Associate can expect to engage in the following challenges and opportunities:

**Lead the design and management of client engagements.** The Senior Associate will steward client relationships and manage multiple evaluations from early to end stages. They will design robust project plans including theories of change, evaluation plans, and data collection methods/tools to evaluate the impact of client initiatives; collect and analyze quantitative and qualitative data through surveys, interviews, and focus groups; draft and finalize deliverables, including writing reports and other products and designing data visualizations (charts, tables, maps, etc.).

**Support the professional growth of the Innovation Network team.** The Senior Associate will coach, train, and support Innovation Network staff in all facets of evaluation, including evaluation design, data collection, analysis, and reporting. This will involve providing thought partnership to senior staff leading other projects. Additionally, they will contribute to an internal culture of collaboration, innovation, and learning.

**Contribute to Innovation Network's growing thought leadership to advance evaluation.** The Senior Associate will engage in research/writing projects, trainings, facilitation, and public speaking to support evaluation capacity building across the field. Additionally, they will lead in designing agendas, webinars, and facilitating meetings and/or learning sessions for Innovation Network's partners and clients.

**Support ongoing business development.** The Senior Associate will build external relationships and lead the development of proposals to generate new business for the organization.

**Advance Innovation Network's ongoing organizational development efforts.** The Senior Associate will contribute to our ongoing efforts to align our commitments and practices to social justice and equity and holding ourselves accountable for the mission and values that we are developing. They will also engage in efforts to build and sustain a culture of co-care where all staff can show up as their whole selves, create authentic connections with each other, and attend their growth, health, and other needs within and outside of work.

## Qualifications of the Ideal Candidate

The ideal candidate will possess many of the following qualifications and attributes:

- Demonstrated subject matter expertise in the areas of philanthropic and nonprofit programs, services, and advocacy initiatives, including the issue areas of advocacy, grassroots power building, community organizing, health/health promotion/health equity, policy change, and democracy.
- Master's degree in a social science or related field required.

- Minimum of seven years of relevant research and evaluation experience; Knowledge of/experience with evaluation concepts, frameworks, theories, and designs. Knowledge of and experience with culturally responsive and equitable evaluation strongly desired.
- Significant experience in a consulting environment (e.g., as an independent consultant, for a consultant firm, or as an internal consultant) with the ability to manage multiple client projects at once and thrive in an environment with competing priorities and deadlines.
- Strong qualitative analysis skills including experience developing protocols, conducting interviews and focus groups, and analyzing qualitative data.
- Deep knowledge of quantitative methods including survey instrument design, survey deployment, and analysis.
- Effective communication skills, including speaking, writing, and synthesis; Ability to deliver both concise summaries and in-depth reports.
- Demonstrated commitment to racial equity and social justice.
- Demonstrated ability to work closely with team members, build relationships, and promote a sense of community.
- A collaborative and flexible style; a natural communicator with highly developed emotional intelligence; a sense of humor and collegiality that makes the work fun.

Location is flexible/remote and some domestic travel will be required when the COVID-19 pandemic subsides.

### **Salary and Benefits**

- This is a full-time, paid position. The Senior Associate annual salary is \$85,000.
- The Senior Associate position is eligible for the complete Innovation Network benefits package. Benefits include medical, dental, and vision insurance; generous time off including 4 weeks of vacation and additional sick leave; and a retirement plan. All employees receive paid time off annually from Christmas Eve through New Year's Day.

### **ADA Specifications**

- This position is mostly sedentary and operates in a professional office environment. This position routinely uses standard office equipment such as computers and phones.
- Innovation Network requires all staff and visitors accessing our DC office to be fully vaccinated against SARS-CoV-2, the virus that causes COVID-19. Individuals are considered fully vaccinated 2 weeks after the second dose in a two-shot series like Pfizer-BioNTech or Moderna vaccines, or two weeks after a single-dose vaccine such as Johnson & Johnson's Janssen vaccine.

To apply for this position, please send a cover letter and resume to Virginia Roncaglione, Managing Associate. In your cover letter, we encourage you to provide a detailed description of your research and evaluation experience, the types of programs or initiatives that you have worked on, and with reference to specific areas of interest or subject matter expertise.

Virginia Roncaglione  
Re: Senior Associate Search  
Email: [vroncaglione@innonet.org](mailto:vroncaglione@innonet.org)

*Candidates must be eligible to work for pay in the United States outside of an academic environment (non-U.S. citizens will be asked to provide documentation of current eligibility) or must be able prove they are legally authorized to work in the United States.*

*Innovation Network is an equal opportunity employer. We will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.