

## Senior Project Associate Position Announcement

### About Rosov Consulting

Rosov Consulting has an exciting opportunity for an experienced quantitative social science researcher to join our strategic consulting practice as a Senior Project Associate in Berkeley, California.

Founded in 2008, Rosov Consulting is a professional services firm helping foundations, philanthropists, and Jewish communal organizations and educational institutions to meet their goals, assess progress, and enhance impact. Led by Founder and Principal, Wendy Rosov, Ph.D., our 15 staff members have backgrounds in evaluation, research, Jewish education, philanthropy, and nonprofit management. Our consulting teams are comprised of project assistants, associates, senior associates, and directors, and we are an entrepreneurial company with many opportunities for advancement and growth. Our company culture is team-oriented and fast-paced, while also being family- and quality-of-life-friendly. For more information about Rosov Consulting, please visit [www.rosovconsulting.com](http://www.rosovconsulting.com).

### About the Position

The Senior Project Associate position involves designing and managing multiple and diverse types of quantitative research, evaluation, and assessment projects; gathering, analyzing, and interpreting a wide variety of research data, which may include selecting data samples and preparing surveys and interview protocols; analyzing collected information according to established statistical methods; and preparing reports, charts, tables, and other visuals with a team of associates and assistants. Based on the analysis, presentation, and distribution of related research data, the Senior Project Associate makes informed, strategic, high-level recommendations to clients in the Jewish education and Jewish nonprofit and philanthropic sectors via written reports, presentations, facilitation, coaching, and advising.

### Responsibilities

- Design, organize, plan, and direct the data collection, research, analysis, database systems management, and deliverables for a range of national and international client projects on Jewish education, nonprofits, and philanthropy.
  - Maintain quality assurance, accuracy, and confidentiality in regard to data integrity and the use and implementation of appropriate analytic methods.
  - Present complex issues in a creative and non-technical manner via written, oral, and graphic means.
  - Draft and edit memoranda, articles, reports, graphics, and presentations for clients.
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- Serve as project manager, which includes supervising staff, overseeing internal and external team communication, and monitoring the project workflow, resourcing, and budget.
- Proactively seek out new business development opportunities by cultivating external relationships, writing articles, and presenting at conferences.
- Perform other duties as assigned.

## Required Qualifications

- Ph.D in education, sociology, evaluation, social psychology, public policy, or other related fields (or nearing Ph.D completion).
- A broad and deep methodological toolkit and knowledge, skills, and abilities associated with the design and implementation of surveys, database design methodologies, and other quantitative research studies.
- Proficiency in a range of quantitative analysis and research programs, which may include: SPSS, Stata, R, etc.
- Extensive knowledge of the fields of Jewish education and the Jewish nonprofit and philanthropic sectors in North America and, ideally, in other countries.
- At least 3 years of experience in mid- to senior-level positions in the Jewish communal sector in research and/or program evaluation.
- Experience mentoring, coaching, and supervising junior staff.
- Expert organization skills and attention to detail, and superior work ethic.
- Outstanding writer and editor.
- Ability to manage complex situations with good judgment and discretion, and by applying superior problem-solving and critical-thinking skills.
- Patience, sense of humor, and ability to thrive in a fast-paced, dynamic environment.
- LGBT friendly.

## Additional Information

This position is exempt and up to full-time. It requires some flexibility in terms of occasional night and weekend work, and periodic travel. We offer medical benefits, paid time off (PTO), Flex Time, 401K, and other benefits.

Rosov Consulting is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or genetic information.

## How to Apply

Please submit a resume and thoughtful cover letter, with salary requirements, via email to Sunny Spahn, Human Resources and Finance Assistant, at [sspahn@rosovconsulting.com](mailto:sspahn@rosovconsulting.com). No phone calls please. This position is based in Berkeley, CA and is open immediately and until filled.