

Impact Analyst Consultant Job Description



Job Title: Impact Analyst

**We are looking for a full-time remote employee.
Starting Salary Range: \$75,000-90,000**

***We are open to someone starting as a part-time hourly employee/contractor with the expectation of transition to full time within three months. (Contractors should be available from 20-40 hours per week)
\$75-\$100/hour temp-non-exempt employee rate***

Location: Remote. Some travel may be necessary (Max of 1X per month for short 1-2-day trips)

Job Description: Cause IMPACTS is a social impact strategy consulting firm based in Los Angeles that helps clients clarify, create, measure, and amplify impact by using robust community engagement, group facilitation, policy and statistical analysis, coalition building program design, capacity building training, and program evaluation.

We are looking for consultants to join our team who have a deep-seated knowledge of equity issues across issue areas. This DEI background should be married with some research, policy analysis, strategy development, and client management expertise so the team member can hit the ground running with clients. This is the perfect position for someone who wants to conduct meaningful work through which they create collective social and environmental impact. Our ideal candidate is self-driven, systematic, entrepreneurial, meticulous, organized, and fiercely committed to promoting social equity. As a Consultant at Cause IMPACTS, they will have the opportunity to conduct research and strategy development that informs public policy and decision making that drives social change by leveraging data-driven insights and cross-sector partnerships.

First Project:

This person will have the opportunity to support a variety of different social impact projects across the state of CA. For example, they may help conduct research on the best practices in developing an Equity Framework for a large transportation agency. Further, they may support the research and development of a regional digital upskilling program that teaches computer and IT skills to traditionally underserved populations in partnership with employers, non-profits, and education institutions.

This person's initial research project will be updating a "prison to employment" plan for a California County that wants to ensure they have strategies and programs in place to train and employ individuals with criminal justice records. This research may include:

- Conducting demographic research to understand the justice involved population in the region;
- Mapping existing programs that serve justice-involved individuals in the region;
- Using labor market data to identify jobs and careers that provide upward mobility for individuals with lived criminal justice experience; and
- Facilitating focus groups to identify program strengths, challenges, and needs.

Job Duties (not an exhaustive list):

- Conduct and manage quick-turn around and long-term research. This research ranges from policy research and best practices to desk research on various issue areas.
- Ability to synthesize qualitative and quantitative research and data into tangible reports.
- Facilitate stakeholder meetings, interviews, phone calls, and interviews and synthesize key learnings
- Develop data gathering tools such as qualitative surveys, interview templates, evaluation metrics.
- Ability to find relevant data and develop data gathering

- Develop professional client-facing deliverables including PPT decks, research reports, and well-formatted word and excel documents.
- Perform other job-related duties as requested

Qualifications:

- Past experience working directly on various social and/or environmental justice issues
- Master's degree from an accredited institution (Preferred degrees include: public policy, business, political science, public health, non-profit management, social work, organizational leadership, or a related field)
 - Note that an equivalent combination of education and work experience can account for degree requirements: (E.G. Bachelor's degree + 5 years of relevant work experience OR a High School Diploma + 15 years of relevant work experience).
- Experience working in multiple sectors and forging cross-sector collaborations. (EG: experience in the non-profit sector, public sector, private sector, and education/foundation sector).
- Experience developing strategic plans and conducting impact analysis
- Issue expertise in at least one of the following: workforce development, social justice, youth development, economic development, education, criminal justice, and diversity and equity.
- First-hand knowledge of effective community engagement and community organizing. Direct community organizing experience and/or other experience working with disadvantaged (In-promise) communities strongly preferred.
- Ability to apply a Diversity, Equity, and Inclusion lens to all work
- Client management experience

Skills:

- Excellent writing skills. Ability to draft policy memos, long form reports, and PPT content.
- Effective project management skills with the ability to prioritize work, manage multiple tasks and meet tight deadlines.
- High degree of professionalism and efficiency
- Ability to meet deadlines and develop and move projects forward with a high degree of independence
- Strong skills in research, critical analysis and concise policy writing
- Proficiency in Microsoft Office applications (Excel, Word, Powerpoint)
- Excellent oral, written and interpersonal communication skills
- Ability to articulate complex ideas, thoughts and concepts clearly and effectively.
- Ability to organize complex tasks, prioritize multiple assignments, exercise independent judgment, and to remain flexible and adapt to changing needs and priorities.

How to apply: *Interested applicants should submit a resume, cover letter, and a brief writing sample to Jessica@causeIMPACTS.com. Applications are due by March 28, 2022. Applicants are encouraged to apply promptly.*