

## Search for Talent

### Background:

The National Committee for Responsive Philanthropy (NCRP) has developed an assessment tool that examines foundation operations and grantmaking practices. This tool draws on NCRP's [Criteria for Philanthropy at Its Best](#) as well as our recent research on High Impact Strategies for Philanthropy, which culminated in the report

[Real Results: Why Strategic Philanthropy is Social Justice Philanthropy](#)

. NCRP is moving forward with application of the tool on individual foundations and seeks consultants and/or full-time staff with a strong set of qualitative research skills and a track record of completing ambitious projects on time.

### Scope of Work:

In close consultation with project director Lisa Ranghelli, each consultant or staff member will be the principal researcher for at least one or possibly two foundation reviews. S/he will assume responsibility for all data collection and analysis and will write the draft review and subsequent revisions. Specific responsibilities as principal researcher include:

Liaison with foundation undergoing review – Serve as primary contact with whomever the foundation delegates to work with NCRP on the review. Keep the foundation abreast of the assessment process and timeline.

Data collection, coding and analysis – Review background information on the foundation to inform the data collection process. Oversee intern preparation and implementation of confidential grantee survey; an existing survey instrument will be adapted for each foundation being reviewed. Work with intern to code qualitative data from surveys and analyze results. Conduct follow up interviews with selected grantees. Identify external stakeholders knowledgeable about the foundation's work and conduct stakeholder interviews. If possible, conduct interviews with key foundation staff. Code and analyze interview transcripts with an intern's assistance.

Report preparation – After analyzing all background information and collected data, develop a detailed outline for the report, to be reviewed by project director. Write draft report and then make revisions based on internal and possibly external feedback, producing a final report. Further revisions may be warranted after the foundation reviews the report.

Report release – After release of the report, the consultant should be available to assist NCRP leadership in explaining the conclusions and recommendations.

### **Qualifications:**

- Excellent research and writing skills.
- Experience conducting surveys, including proficiency with Survey Monkey.
- Experience conducting interviews and preparing accurate interview notes.
- Experience coding and analyzing qualitative data.
- Track record of completing research projects on time.
- Engaging manner, including by phone, and ability to appropriately represent the project to various audiences.
- Familiarity with foundations and how they operate, and with the strengths and weaknesses of foundation philanthropy.
- At least seven years of experience working with nonprofits and foundations.
- Demonstrated commitment to social justice.

### **Deliverables and Key Dates:**

NCRP estimates it will take approximately 300 hours to fulfill the scope of work for one report. The consultant and/or staff will be expected to begin work on this project in September 2013 and complete the assessment process by March 2014. The principal researcher is expected to work an average of 15-20 hours per week for one report during the most intensive phase of the research and writing, which will occur from October 2013 - January 2014. The following are key dates and deliverables:

- Complete data collection and analysis. September - November, 2013
- Detailed report outline due. December 3, 2013
- Draft report due for internal review. December 13, 2013
- Revised report due for foundation review. January 13, 2014
- Final report due for copyediting and layout. February 7, 2014
- Report release. Present and explain report findings and recommendations March, 2014 (date tbd)

### **Consultant and Staffing Options:**

NCRP will entertain both temporary consultant contracts and the hiring of full-time permanent staff to meet our project goals.

Consultants: NCRP will pay a flat fee of \$30,000 for the entire scope of work for one report, as well as reimbursement of expenses for travel and incidentals, if needed. In the event that the scope of work cannot reasonably be completed within 300 hours, NCRP will negotiate a contract addendum with the consultant.

Employment: NCRP will consider hiring a seasoned researcher at the senior associate level, who will be expected to prepare two reviews during the above timeframe and who will continue to work on this project beyond the timeline described above. Salary commensurate with experience; NCRP has a generous benefits package.

### **Application Process:**

By August 23, 2013, please send to [lranghelli@ncrp.org](mailto:lranghelli@ncrp.org) a resume and cover letter detailing all relevant experience and skills, your availability to undertake the work described above, and your preference for consultant or employee status. Please include an example of a recent work product that entailed research and writing.

Questions regarding this Search for Talent can be directed to: Lisa Ranghelli, Director, Grantmaking for Community Impact Project, at [lranghelli@ncrp.org](mailto:lranghelli@ncrp.org) or (413) 325-8097.

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