

hedges.

Research and Planning Consultant

Hedges is an Indianapolis-based consulting firm serving the needs of non-profit organizations since 2002, with a particular focus on social issues like economic opportunity, education, health, and safety in Central Indiana. Each of our team members have a personal investment in making the community a better place and we strive to create an environment built on kindness and caring.

Our Values

- **Strategic Partnerships:** Developing partnerships with our team, clients, and in the community
- **Excellence in Everything We Do:** Providing excellence in our strategies and execution of everything being done
- **Maximized Impact:** The end result of our work that is larger than ourselves resulting from successful partnerships and excellence

Summary:

Hedges is seeking a dedicated, flexible, and confident professional with a passion for addressing social issues through strengthening the nonprofit sector. Reporting to the Vice President of Hedges, the Research and Planning Consultant will support multiple Central Indiana nonprofit organizations, each with unique organizational cultures and values, by conducting, analyzing, and documenting primary and secondary research, developing clear strategies for greater organizational and programmatic impact, and facilitating planning processes. The Research and Planning Consultant will support a model of collaboration and shared leadership with the Hedges team.

Interested candidates should send a cover letter, resume, writing sample, and contact information for three references. Please also include salary requirements and available start date in the cover letter. **All materials should be submitted as one combined PDF document to Jodi Snell at info@hellohedges.com.** The position will remain open until filled.

Responsibilities for this position will include but are not limited to:

Client Services:

- Acquire and maintain sound knowledge and understanding of nonprofit client organizations and use that knowledge and understanding to deliver services of exceptional quality;
- Coordinate with clients and team members to gather information necessary for organizing and completing all projects through emails, phone conferences, and on-site meetings;
- Schedule and manage calendars and coordinate project logistics as needed;
- Manage research and reporting processes to identify and analyze client priorities related to meeting community and target population needs;
- Develop research tools such as stakeholder surveys, interview protocols, and focus group discussion guides;
- Facilitate focus groups, interviews, and surveys with diverse stakeholders;
- Provide best practice and evidence-based recommendations to help clients address identified organizational and programmatic needs;
- Prepare meeting and retreat facilitation materials;
- Facilitate or co-facilitate planning retreats, committee meetings, and other client facing sessions, meetings, and/or workshops to meet the needs of clients and the nonprofit community;
- Develop reports and formal deliverables resulting from research processes and client planning sessions and retreats;

- Provide additional tools, resources, and support to aid clients as needed;
- Participate in exploratory processes with potential nonprofit clients and nonprofit referral partners, as needed;
- Communicate with team leadership about identified opportunities for continued services with current and/or past nonprofit clients; and
- Perform other client services as assigned or required.

Organizational Health:

- Participate in the successful completion of the Hedges annual Strategic Business Plan to foster company growth and through the delivery of excellent client services;
- In partnership with Vice President, identify and achieve annual Professional Development Plan goals;
- Support all Hedges team members using a strength-based, shared leadership model; and
- Serve as a knowledgeable and professional representative of Hedges in the community.

Requirements:

- A Bachelor's degree with 4+ years of related experience in nonprofit management, professional writing, organizational development, client relations, research and data analysis, teaching, and/or training facilitation OR any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Graduate degree a plus.
- Knowledge of and interest in the Indianapolis nonprofit community and addressing social issues including economic opportunity, education, health, and safety.
- Excellent written communication skills – must be able to develop reports and other deliverables containing complex research findings, plans, and tools in a format and style amenable to client utilization. Experience writing case studies, white papers, and assessment reports a plus.
- Excellent oral communication skills – must be able to present conceptual ideas as actionable processes.
- Excellent facilitation skills – must be able to facilitate client meetings and complex group discussions focused on ensuring equitable participation, clearly synthesizing feedback, problem solving in real time, and building consensus.
- Excellent analytic skills – must be able to analyze primary and secondary data, identify trends, and provide written analysis.
- Comprehensive understanding of the use of the logic model and theory of change frameworks.
- Highly organized, deadline-driven, able to multi-task, prioritize, and learn quickly.
- Ability to succeed and be effective within multiple organizational cultures.
- Proficiency in Microsoft Word, Excel, Adobe, and presentation software.
- Ability to work autonomously on multiple projects.
- Client-centered focus that ensures positive and long-term client relationships.
- Professional demeanor, engaging personality, good sense of humor, patience, kindness, and highly motivated work ethic.
- Willingness to assist with all tasks needed to ensure the success of our clients.
- Access to reliable transportation to attend client meetings and events.

Hours:

- This is considered a full-time position.

Hiring Timeline:

- March 2020: application open
- April 2020: first and second round interviews
- May 2020: final offer by May 8, 2020