

# International Research & Operations Analyst

## Summary

[Causal Design](#) is an economic consulting firm conducting rigorous program evaluations and analysis for international development organizations around the world. Working from our global offices in Denver, Colorado; Phnom Penh, Cambodia; and Lilongwe, Malawi, we help development actors make data-driven decisions to increase the impact of their programs. We have a small but growing team and a lot of exciting, impactful work to look forward to in the coming months and years.

We are looking to add two entry-level International Research & Operations Analysts to join our team in Denver, Colorado. The applicant should have a Bachelor's degree in Economics, Business Operations, Public Policy, or other related social science. This role requires a high-level of independence and energy, and an ability to multi-task and collaboratively manage multiple priorities and timelines. The successful candidate will be able to learn by doing, will take initiative to improve and grow our company, and will thrive in a small –but quickly changing and growing–team environment. The Operations Analyst position is an exciting new role that will provide the successful candidate(s) with exposure to the breadth of functions within the international development (and more specifically, evaluation and analysis) space. This is meant to be a truly entry-level position in which the Analyst can explore their interests and decide in which direction they'd like to grow in the International Development industry. The Operations Analyst will report to the Director of Operations and will support the entire organization across all key functions:

- **Operations:** Facilitate initiatives to increase organizational efficiency, and provide administrative and staff coordination and planning
- **Project Management:** Conduct effective and efficient project management across Causal Design's entire portfolio of MERL and Economic Analysis projects.
- **Business Development (BD):** Provide proposal and other business development coordination support across all subject matter areas and prospective clients.
- **Monitoring & Evaluation, Research, and Learning (MERL):** Support a variety of MERL projects and learn foundational qualitative research methods under the mentorship of MERL Researchers.
- **Economics:** Learn and conduct economic analysis under the mentorship of our Economics team, including participating in large scale, multi-year impact evaluations and smaller-scale market analyses.

*Note: All Operations Analysts will be required to complete the 12-week Causal Design Impact Evaluation Bootcamp before contributing to Economics projects.*

### 1. Responsibilities

This position will be expected to engage in the following types of tasks:

- **Operations:**
  - Help improve and/or build systems to facilitate accurate budget forecasting and staff allocation
  - Provide general operations assistance and coordination support to technical project staff
  - Collaborate in the preparation of monthly budget project forecasts and assist with client reporting requirements
  - Assist in assuring compliance with client rules & regulations
- **Business Development:**
  - Coordination and oversight of proposal efforts, leveraging the Causal Design business development process while identifying best practices and iterating/improving the way we manage proposals

- Support all parts of the proposal process including kick-off meeting and document preparation (calendar, outline, compliance matrix, partner packages, etc.)
- Lead all administrative tasks related to proposal efforts, including setting up and maintaining files and records, scheduling meetings and reviews, taking notes, and collecting contract documents and partner deliverables
- Ensure proposals are compliant with requirements outlined in the solicitation
- Draft proposal sections, both technical and non-technical
- Monitor all relevant procurement sites for new opportunities and manage/track the Causal Design pipeline
- Maintain and update current BD resources on Monday.com and in internal folders
- Project Management
  - Guide project team members through the project management and other operational processes from beginning to end of a project to ensure all projects are delivered on time, on budget, and to the highest quality
  - Coordinate closely with project team(s) and all units, including Contracts, Finance, Payroll, Human Resources, IT, and Recruiting teams.
  - Provide monthly reports regarding budget spend and expected costs, team utilization, and other metrics of progress
  - Update project management tools and timelines on a minimum weekly basis
  - Liaise with clients on coordination matters such as timeline, notes, scheduling, etc
- Research (MERL & Economics)
  - Utilize data, previous academic literature, and the client's program documents to create narratives for evaluation reports
  - Conduct literature reviews for current or proposed projects
  - Train enumerators and program surveys into mobile data collection software
- Data Work
  - Merge datasets, clean constructed datasets, produce summary statistics, conduct difference in means tests, and store all accompanying files in an organized manner
  - Make tables, charts, and graphs to help visualize analysis for reports to clients and the general public
- Everything Else
  - We are a small firm. Our team members are also IT support, intentional networkers, trainers, project managers, and prolific Googlers

## 2. Qualifications

- Bachelor's Degree in Economics preferred; Bachelor's Degree in International Relations, Development, Political Science, Business Operations, or other Social Science required.
- Proficient in Microsoft Word, Excel, and PowerPoint, as well as G Suite products including Google Docs, Sheets, and Slides.
- Strong organizational skills and meticulous attention to detail
- Ability to prioritize and manage workload independently
- Very strong writing, editing, and formatting skills.
- Self-motivated, energetic, and collaborative team member
- Any examples of recent work demonstrating experience with tools or methodologies we use will be considered favorably:
  - Quantitative: Statistical analysis of datasets utilizing software packages such as STATA, R, or SPSS. The most competitive candidates will have taken courses in development economics and econometrics.
  - Qualitative: Application of qualitative methodologies to key informant and/or focus group data collection. Course work and past experience with ethnographic, sociological, and/or political economy research will make a candidate stand out.
  - Survey Tool Management: Design and development of surveys on digital platforms. Our team uses ODK based platforms (like Ona or SurveyCTO) - but let us know if you have

experience building survey tools, designing skip patterns, and building response options on any platform.

### **3. Additional Considerations**

A range of professional experiences would be highly recommended and given special consideration. This includes:

- Any international/overseas professional or volunteer experience
- Fluency in foreign language (reading and writing)
- Experience with graphic design tools and software
- Experience with communications

### **4. Our Team**

We are a quickly growing firm with an ambitious vision. Our team is passionate about innovating practical evaluation strategies and providing phenomenal support to our clients working to combat poverty. You should be excited about interacting with our clients and being a face of Causal Design. Our goal is to support implementers - not just do research.

Each member of our team has something they are passionate about professionally. For some of us it's statistics, others a sector like WASH or education; maybe you really love data collection technologies! We want you to bring that enthusiasm and specialized knowledge to our team. At the same time, our team members are expected to be curious and multidisciplinary problem-solvers. Our clients work in every sector and geography where poverty exists - you should be prepared to, as well.

We are looking for someone who is ready to invest and build as our team is growing and our firm is maturing. We ask everyone to help us make it a better place to work, and the company a better partner to our clients. Our work culture is very important to us at Causal Design, and we're seeking community-minded people to join our team! If we do something for the first time, we'll ask you to help build a process or system - so it is that much easier for the next person.

### **5. Contract**

This is a full-time exempt position as an employee of Causal Design, Inc based in Denver, Colorado. This is an entry-level position, with salary commensurate with experience in ranging from \$45,000-\$50,000. All applicants must be authorized to work in the United States.

**To apply:** Please apply at [CausalDesign.com/jobs](https://CausalDesign.com/jobs). Applications will be reviewed on a rolling basis.