

Duty Action Results Excellence

Position:	Associate Analyst	Salary range	
Status:	<input checked="" type="checkbox"/> Exempt X Non-Exempt	<input checked="" type="checkbox"/> Regular FT <input type="checkbox"/> Contract <input type="checkbox"/> Other:	
Location:	Portsmouth, NH	Date Prepared:	October 2009
Reports To:	Analyst/ CLS	Approved By:	DVP

The Company: Dare Mighty Things, Inc., located in Portsmouth, NH and Washington, D.C., provides management consulting services that help clients implement social solutions. As a firm, we are committed to creating, launching, and supporting social programs that get to the root of problems confronting vulnerable populations. DMT's consulting services support and sustain new initiatives that create breakthroughs in the scale and effectiveness of social programs.

Purpose: The Associate Analyst (AA) supports a variety of DMT projects through multiple skill applications. Associate analysts may participate in strategic and business planning, needs assessment, benchmarking, product development, instructional systems design, and knowledge management initiatives. Successful candidates possess outstanding skills in problem analysis and resolution, critical thinking, research, technical writing, data presentation, report preparation, and oral presentations.

Essential Accountabilities:

In collaboration with our creative learning solutions team, the AA will work closely with consultants and project managers to execute the curriculum and product development processes within new and existing contracts.

- **Analysis.** Craft analysis plans and identify relevant input sources. Conduct research, to include extant data review, site visits, focus groups, and surveys. Provide qualitative and quantitative analysis resulting in findings and recommendations concerning requirements for training and technical assistance leading to deliverable design and development.
- **Research and writing.** Collaborate to produce relevant, usable products for the client, in both print and electronic form. In response to client needs, research new and emerging topics related to youth and families. Use proven research methods to examine topics and report results in multiple formats, including executive summaries and presentations, and through multiple media.
- **Curriculum Design and Development.** Participate in collaborative design. Develop training content and lesson plans in support of professional training initiatives aimed at increasing the skills, knowledge, and abilities of training participants.
- **Evaluation.** Collect and analyze training and technical assistance evaluation data. Manage a database of evaluation data and compile statistics in support of required reports.

- **Brand Image.** Proactively reinforces DMT’s corporate values and image on an on-going basis. Ensures that all knowledge and/or best practices are packaged and disseminated in accordance with DMT’s image requirements.

Minimum Qualifications and Profile:

	Required	Preferred
Education:	<ul style="list-style-type: none"> • B.A., B.S., or completed coursework in education, psychology, sociology, business, education, English or any other related degree 	
Experience:	<ul style="list-style-type: none"> • Minimum one year related work experience, may be through internship or other professional venue. 	<ul style="list-style-type: none"> • Experience in a consulting firm or training and technical assistance preferred.
Knowledge/Skills:	<ul style="list-style-type: none"> • MS Office applications (Word, PowerPoint, Excel, Outlook) • Working knowledge of quantitative and qualitative statistics and statistical analysis • Strong technical <i>and</i> creative writing skills • Data entry and reporting skills, with an emphasis on quality control 	
Talents/Personal Attributes:	<ul style="list-style-type: none"> • Passion for excellence, bias for action • Highly motivated, collaborative, and disciplined • Analytical, process-oriented, and creative • Able to follow systems, adhere to models, and use templates while also contributing innovative thought • Ability to manage tasks, respond to direction, and work independently • Able to work on multiple tasks at the same time • Ethical, accountable, reliable 	

To Apply:

Please email your resumé and a brief introduction to tm@daremightythings.com.

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the company reserves the right to modify, add or remove duties and assign other duties as necessary.*