



POSITION DESCRIPTION

Duty Action Results Excellence

Position:	Associate Analyst	Salary range	43k-50k
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:	January 2012
Reports To:	Analyst/ CLS Manager	Approved By:	DVP

The Company: Dare Mighty Things, Inc. is a veteran owned small business located in Washington, D.C., and Portsmouth, NH. As a management consulting firm, DMT specializes in providing our technology-infused, performance management solutions to government, foundation and nonprofit executives charged with leading significant, large scale social programs. Our clients and their programs are able to produce important social outcomes with greater certainty and in less time.

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 related degree 	
Experience:	<ul style="list-style-type: none"> • Minimum one year related work experience. 	<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 	
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

To Apply:

Please email your resumé and a cover letter to tm@daremightythings.com. No phone calls please.

**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.*