



Senior Evaluation Consultant

We're looking for a Senior Evaluation Consultant to join our fast-paced, client-focused consulting firm.

About Cathexis

Based in Toronto, we are a [Certified B Corporation](#)[®] that specializes in evaluation and social impact measurement. We provide program evaluation consulting services to charities and not-for-profits, as well as government, health and public sector agencies across Canada. Most of our projects are for organizations that deliver programming related to health, workforce development, education, and social services.

We have strong progressive values and we are committed to helping organizations achieve real impact. Over the past 22 years we have built a reputation as experienced, independent evaluators who deliver high quality work and excellent client service. We are pragmatic and focus on providing usable information, combining our knowledge of evaluation theory with in-depth understanding of the communities we work with.

We're a flexible and supportive team of 10 staff. Our senior staff are all Credentialed Evaluators and members of the Canadian Evaluation Society who give back to the evaluation field by presenting at conferences, writing articles, and providing mentorship to new evaluators. You can find out more about us on [our website](#).

Key responsibilities in this position

We are looking for a team player who can help carry out evaluations and research projects. Key responsibilities include:

- Planning and designing evaluation projects (working with clients and team members to plan and budget projects, draft logic models, plan approach/methods, and draft data collection tools)
- Managing evaluation projects and leading evaluation teams
- Communicating and working collaboratively with clients
- Collecting data (conducting interviews, focus groups, surveys, observation and documenting key steps and decisions)
- Analyzing quantitative and qualitative data (working with data from interviews, surveys, databases, literature, etc.)
- Reporting and presenting information (writing reports, evaluation plans, presentations, data visualizations)
- Mentoring and supporting junior team members

- Contributing to business development and writing proposals
- Participating in internal corporate initiatives (e.g., marketing, equity & diversity, environmental, performance measurement, and other projects that align with our values and make Cathexis a great place to work)

You are an ideal candidate if you...

- Care deeply about making a difference
- Thrive in a fast-paced environment
- Are flexible, pragmatic, and creative
- Are comfortable with quantitative and qualitative data
- Can work on 5-8 projects simultaneously
- Have strong evaluation skills (designing, data collection, data analysis, interpretation and reporting, planning/design)
- Work well on a team
- Are interested in learning and growing your evaluation skills further
- Have a sense of humour!

Qualifications and skills

The qualifications and skills we **need** you to have are:

- Master's degree or specialized post-grad diploma (we will also consider commensurate work experience, including experience obtained outside Canada)
- 6-10+ years' relevant evaluation experience, coupled with an interest or experience in evaluation consulting specifically. Related experience could include (but is not limited to) monitoring and performance measurement, impact measurement, quality improvement, stakeholder engagement, applied social research, facilitation, communications, organizational change, and other related topics.
- Experience managing projects, including planning and monitoring project scope, budget, and timelines.
- Experience leading evaluation teams and managing clients.
- Experience designing and implementing project and/or program evaluations, including development of data collection tools.
- Experience in qualitative and quantitative analysis, with the ability to direct and oversee others who are carrying out these types of analyses.
- Experience writing evaluation reports and strong data visualization skills.
- Strong organization and time management skills including ability to meet deadlines and to prioritize and manage multiple projects simultaneously.

- Experience with business development and writing proposals.
- Fluency with MS Office suite, online survey software, analysis and other evaluation-related software.
- Strong interpersonal skills.
- Canadian resident, eligible to work in Canada.

Additional qualifications that would be an asset:

- Credentialed Evaluator (CE) designation
- Bilingual (English and French)
- Lived or working experience with diverse communities such as people with disabilities; First Nations, Inuit, Métis; Black communities or communities of colour; newcomers; LGBTQ2S+, etc.

Work environment

Cathexis is currently a hybrid work environment, with some of our team working in the office and others remotely. Project teams meet frequently via videoconferencing. We are open to accommodating your preferred working arrangements.

Most of our client-based work is conducted virtually through phone/video meetings and email. Sometimes we work in person and/or travel for client meetings or data collection; in these cases, Cathexis pays for expenses associated with work-related travel.

We are committed to having an accessible workplace. Our office space is wheelchair accessible and we are happy to discuss any accommodations. Please let us know if you need accommodations at any stage of the selection process.

Compensation

Salary range for this position is \$95,000 - \$105,000.

Cathexis offers:

- A supportive and caring work environment
- Flexibility in work hours and schedule
- Paid vacation, sick, and personal days
- Profit sharing (above base salary)
- Employer-paid group benefits program providing extended health and dental coverage (or a healthcare spending account if you have coverage elsewhere)
- Access to employee-paid long-term disability insurance and critical illness insurance
- Paid professional development and membership dues

Start date:

To be determined, based on discussion with the successful candidate and the human resource needs of Cathexis.

Security requirements

The successful candidate will be required to apply for security clearance with the Federal Government and Ontario provincial government.

How to apply

Interested applicants are asked to submit their cover letter and résumé to Melissa McGuire at melissa@cathexiconsulting.ca using the following subject line "Cathexis Senior Evaluation Consultant Application". Only those applicants selected for an interview will be contacted.

Accommodations are available on request at all aspects of the selection process.