

The Rucks Group is a growing small research and evaluation firm located in Southwest (Dayton) Ohio. Formed in 2008, our mission is to provide services that maximize the return of resources invested in initiatives for grant recipients and funding sources with the vision to be nationally recognized as an organization whose research and thoughtful analysis influences improved decision-making in higher education. We are seeking a **Director of Client Evaluation and Research Services** to join the leadership team to oversee the creation of timely, high-quality, and valued-oriented deliverables that the firm has a reputation for producing.

Responsibilities

The Director of Client Services would be expected to:

- Monitor the firm's evaluation and research projects by executing and optimizing the firm's articulated processes for producing timely, high-quality, and value-oriented deliverables
- Ensure that timelines and time allocations
- Monitor and assess clients' satisfaction in working with the firm
- Facilitate weekly evaluation and research team meetings
- Serve as a model of the firm's values to the research and evaluation team
- Work closely with the Principal Consultant to execute the firm's strategic plan
- Have the willingness and ability to periodically work after hours to meet workload demands
- Travel periodically to work with clients face-to-face

Successful Candidate

The successful candidate will possess the following characteristics:

- Foundational skills in research and evaluation
- Track record of successfully managing multiple projects
- Possesses organizational and project management skills to effectively manage multiple tasks and deadlines
- Experienced in motivating and coaching a team of professionals
- Growth-oriented, self-motivated individuals with high-levels of personal accountability
- Client-focus approach with strong meeting facilitation skills
- Capacity to work in a dynamic small business environment

Minimum Requirements

A Master's degree or Ph.D. in psychology, evaluation, or other related discipline plus ten years of related experience.

Salary and Benefits

Our compensation package includes:

- Competitive pay
- Professional development opportunities
- Health benefits, paid holidays
- Vacation days
- Sick/personal leave
- Retirement contribution
- Relocation assistance

Applying

To apply please forward to lruks@therucksgroup.com the following items: cover letter, resume/vita, and a list of references. **Applicant screening will begin July 31, 2019 and will continue until the position is filled.**