



## Position Description: Research Analyst

STATUS: Exempt  
REPORTS TO: Directors Johanna Morariu & Veena Pankaj  
SUPERVISES: N/A  
REVISED: March 2019

*This position is open until filled. Prospective candidates are encouraged to apply at their earliest opportunity as applications will be considered on an ongoing basis. There is no set start date and will be mutually decided upon if an offer is made.*

### Position Summary

The Research Analyst will be part of the Innovation Network consulting team, working closely with other members of the team and providing support in a variety of areas including research and analysis, data collection, and administrative support. This is a **two-year position** with the potential for ongoing employment.

Innovation Network is a national research and evaluation consulting firm. We are dedicated to making evaluation accessible to nonprofits and foundations. We believe in the power of data and storytelling to inform decisions, strengthen results, and create lasting change. We have established practice areas in advocacy and social movements, health and health equity, immigration, democracy and civic engagement, leadership development, and social justice. We seek evaluators who share our commitment for social justice and are creative problem-solvers. Our team is highly collaborative; you will work in project teams of three to five people. In addition to providing administrative support, you will be expected to multi-task and manage your own workload to effectively contribute to approximately four projects at any given time.

This position affords the opportunity to become immersed in the social sector, learning about its history, funder-grantee dynamics, key players, and emerging issues. Our work is also rooted in the evaluation community and will provide insight to evaluation theory and cutting-edge evaluation practice, such as in the areas of advocacy and social movements. You will also be exposed to a consulting approach and may develop consulting experience such as project management, client relationship development, and new business development. Working with Innovation Network will put you in a position to simultaneously develop your professional skills and make a difference!

**Essential Duties and Responsibilities**

- Conduct desk research related to client and internal projects.
- Data entry and analysis activities, such as transcription of focus group notes, thematic analysis of interviews, and survey data analysis using Excel.
- Develop charts, graphs, and presentations using Excel and PowerPoint.
- Data collection activities such as focus group documentation, telephone interviews, and survey creation.
- Assist with drafting deliverables, including writing reports and other products.
- Assist with meeting preparation and logistics.
- Other administrative support tasks as assigned.

**Qualifications, Knowledge, and Skills Required**

- Bachelor's degree required.
- Solid research abilities, including critical thinking and analysis.
- Effective communication skills, including speaking, writing, notetaking, and typing.
- Interest in evaluation of philanthropic and nonprofit programs, including the issue areas of advocacy and social movements, health and health equity, immigration, democracy and civic engagement, leadership development, and social justice.

**Salary and Benefits**

- This is a full-time, paid position. The entry-level Research Analyst annual salary typically ranges from \$45,000 to \$55,000. Salary for this position is negotiable and commensurate with experience.
- The Research Analyst position is eligible for the complete Innovation Network benefits package, including medical/dental/vision insurance, medical and dependent care flex spending plan, 401(k), Federal Credit Union, SmartBenefits pre-tax commuting costs, and more!

**ADA Specifications**

- This position is mostly sedentary and operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.
- Occasional local and nationwide travel may be required.

To apply for this position, please send a cover letter and resume to Stephanie Darby, Operations Manager. In your cover letter, we encourage you to provide a detailed description of your research and evaluation experience, the types of programs or initiatives that you have worked on, and with reference to specific issues areas you are interested in.

Stephanie Darby, Operations Manager  
Re: Research Analyst Search  
Email: sdarby [at] innet [dot] org  
Fax: 202-728-0136

*Candidates must be eligible to work for pay in the United States outside of an academic environment (non-U.S. citizens will be asked to provide documentation of current eligibility) or must be able prove they are legally authorized to work in the United States.*

*Innovation Network is an equal opportunity employer. We will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.