

Job Title: Research Analyst
Department: Evaluation and Research Services
Reports To: Director, Evaluation and Research Services
FLSA Status: Exempt, Full-time
Grade: 4
Parking Allowance: Yes
Cellphone Eligible: No

The Alliance for Strong Families and Communities is a strategic action network of thousands of committed social sector leaders driving to achieve a healthy and equitable society. The Alliance is committed to working with our strategic action network to create and build diverse, equitable, and inclusive organizations in which all can participate and reach their full potential. We aggregate the very best sector knowledge and serve as an incubator for learning and innovation to generate new solutions to the toughest problems. We accelerate change through dynamic leadership development and collective actions to ensure policies and systems provide equal access and opportunity for health and well-being, educational success, economic opportunity, and safety and security. The Alliance includes its social enterprise FEI Behavioral Health.

Summary

The Research Analyst with the Alliance for Strong Families and Communities works within the evaluation and research services department to advance the Alliance mission through the following objectives:

- To support the evaluation needs of organization grant-funded projects and special initiatives to move the nonprofit human services sector forward.
- To provide data and analysis for Alliance member organizations to support their strategic needs.
- To support and further internal business intelligence capabilities through data analytics and management.

Successful candidates will be expected to exhibit individual initiative, work independently and collaboratively, be technically proficient and accurate; and effectively communicate in both written reports and presentations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.



- Adheres to the American Evaluation Association Guiding Principles and Standards for evaluators
- Demonstrates American Evaluation Association Evaluator Competencies
- Applies Culturally Responsive Evaluation methods
- Design, implement, and oversee evaluations through project closure
- Prepare reports, proposals and presentations
- Design and administer survey tools, perform data analysis and provide interpretation of member data for report production
- Conduct and participate in site visits for data collection
- Provide consultative and learning support for Alliance nonprofit professionals on issues pertaining to research, evaluation and data usage.
- Provide capacity building support for all levels of management and employees around performance and quality improvement indicators and processes
- Assist in the development of data quality policies and procedures and maintain and support data quality and successful integration of data into existing and potential new data systems

Desired Education and Experience

Preferred: Master's degree in evaluation, applied social research, social sciences or related field with experience working in an evaluation and/or research setting

Will consider: Bachelor's degree in social sciences or related field with at least 3 years of experience working in an evaluation and/or research setting

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated experience with quantitative and qualitative research methods, and data management, best practices
- Demonstrated experience using quantitative and qualitative analysis skills
- Experience designing and administering online survey tools
- Background and strong interest in nonprofits or community-based organizations
- Demonstrated capacity to translate data into formats that is usable by diverse audiences
- Knowledge of data security practices and protocols



- Demonstrated experience with Microsoft Office, Outlook, Excel and SPSS
- Strong communication skills with the ability to communicate technical information clearly to diverse audiences in written and oral presentation
- High attention to detail and integrity for data quality
- Project management experience
- Effective time management skills with the ability to manage multiple projects in a deadline driven environment
- Excellent interpersonal skills, including collaborative work style with the ability to work effectively on cross-functional teams
- Proven productivity, accountability and follow-through
- High standards for quality of all work products
- Some travel as needed to conduct site visits, collect data or to present at conferences

Competencies

- **Drive for Results:** Focuses on executing consistent high-quality results; sets high standards for self; sets up feedback loops and monitors work flow to celebrate success, identifies problems early and develops solutions; focuses on the priorities; explores work challenges from all sides; works to continually improve operations and processes.
- **Personal Accountability:** Holds self-accountable for achieving goals and commitments; takes responsibility for own actions and for mistakes; willing to be a champion for new ideas; takes appropriate risks to meet goals and to address challenges and opportunities; open to feedback, suggestions, new ideas and facts; actively listens to and understands others; takes responsibility for understanding the goals of and supporting other departments.
- **Resilience:** Keeps balance, focus and humor during stressful times and promotes and supports the same for all team members; able to recover from setbacks on the path to success; is flexible when dealing with difficult situations; easily makes transitions to new ideas and policies; open and supportive of new approaches and ideas of others; receptive/comfortable with change; can effectively partner with individuals with different communication and work styles; has sense of humor.
- **Customer Focus:** Understands we are advocates for our customers and treats our network, colleagues, peers, funders, clients and partners as customers; continuously creating new initiatives to improve the overall customer experience



and satisfaction; sees issues/customer concerns from customer's point of view; builds positive, respectful, and trusting relationships with both internal and external customers; keeps customer success as a high priority.

- **Collaboration:** Seeks and enlists active participation of all internal and external customers in handling opportunities and challenges; builds strong working relationships with all stakeholders; addresses conflict immediately in an open, productive, trusting style; provides ongoing open flow of relevant information to team members and other stakeholders and strives for a balance of working independently and creating opportunity for input and feedback; seeks out and welcomes differences; embraces diversity.
- **Learning Agility:** Learns quickly from all types of situations and is able to adapt behavior to new situations to improve performance; spends time learning new skills and knowledge; takes risks in applying new ideas/thinking/approaches to opportunities and existing challenges; keeps updated on organizational and industry information/changes; studies and understands organization wide and industry trends and new research; collaborates with manager to create continuous development opportunities; analyzes successes and failures for areas of self-improvement; experiments with creative approaches to new opportunities and managing challenges.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Travel Expectations

Travel is expected; approximately 14 days a year.

Approved By: Human Resources Specialist Approved Date: April 17, 2019

