Research Analyst I

Pay range: $47,476

The individual in this position will provide organizational, programmatic, and research support to the Institute of Public Policy with specific responsibilities in policy analysis, project management, evaluation research, writing, and outreach, as assigned.

Job Duties

Organizational Support:
- Monitor opportunities for grants and related programs.
- Assist in developing grant and contract proposals.
- Collect and organize data for long term data analysis projects related to specific public policy issues as requested.
- Support grants and public service activities of the Institute.
- Provide project management for Institute research agenda, contracts and grants, as assigned.
- Work with senior staff to supervise GRAs (monitor workflow, develop work projects, ensure effective use of time, assess job performance, etc.).
- Assist in (paper and electronic) product dissemination, including preparation and management of the IPP website.
- Represent the Institute at public and professional meetings.
- Participate in Institute planning, management and evaluation activities.
- Work with staff and funders to implement grant-funded evaluation and research projects.

Research Support:
- Collect, manage and analyze primary and secondary datasets to support research projects.
- Conduct quantitative analyses using statistical software applications to support research projects.
- Work with grantors and IPP staff to refine and implement grant-funded research.
- Support and conduct qualitative analyses, including focus groups, interviews and literature reviews.
- Develop charts, tables, graphs, and spreadsheets to support research projects, presentations, public service projects, and research requests.
- Support the development of interview and evaluation protocols and related research instruments.
- Support evaluation research through training, the design of evaluation tools and related activities.
- Pursue research training and professional development opportunities to enhance individual and team performance.

Writing and Outreach Support:
- Author or assist in the writing of manuscripts, fact sheets, issue briefs, data digests, and other materials as assigned.
- Edit IPP reports for distribution and web publication.
- Edit academic articles for distribution and web publication, in consultation with the author(s).

Mandatory Qualifications
- Graduate degree in public affairs, economics, sociology, political science, public health or related field.
- Excellent written and verbal communication skills.
- Strong analytic skills.
- Adept with Microsoft Office, statistical analysis, and data presentation.

Preferred Qualifications
- Experience in state or local government, policy analysis, or research project management.
- Prefer strong organizational skills and the ability to work independently and creatively.