



Position Description

TITLE: Research Analyst

HOURS PER WEEK: 40

STATUS: Full time

LOCATION: On-site, Kansas City, MO

REPORTS TO: Senior Director

JOB SUMMARY: We are looking for a new team member with strong research, communication, and project management skills to help us advance our mission to expand pathways to economic growth and opportunity. Specifically, the Research Analyst will oversee logistical tasks for select research efforts and partner projects as well as advance evaluation and performance measurement objectives. This position will work with a collaborative, energetic team of internal and external partners in a dynamic space.

PRINCIPLE RESPONSIBILITIES:

- Working with Information - Assist in preparing research plans including data collection designs, protocol development, and analysis plans
- Inspecting - Participate in data collection, cleaning, and analysis
- Managing - Assist Senior Director with project management, including relationship management for the Senior Director, including meeting preparation, notetaking, and follow-up
- Selling and Communicating - Assist in reporting research findings including producing tables and graphics as well as writing up findings for internal and external presentation
- Organizing - Communicate and collaborate with cross-functional internal teams to develop work plans and execute projects and products
- Innovating - Facilitate brainstorming meetings for future projects and research efforts
- Judging and Estimating - Work with project partners and vendors to develop plans, timelines, and meet deadlines and deliverables
- Serving and Caring - Build positive relationships with team members, consultants, partner organization representatives, and other Foundation stakeholders
- Developing Others – Share best practices in evaluation, data and project management with team members
- Other duties as assigned

Minimum Required Qualifications

- BA or BS in Business, Communications, Public Policy, Education, Economics, or related field. In lieu of college degree, proven work experience that demonstrates competency in the required skill set
- Excellent project/program management skills
- Willingness to learn statistical analysis skills
- Strong interpersonal, collaboration and relationship-building skills
- Eloquent and engaging written and oral communication skills
- Experience with research process (design, data collection, analysis, research methods)
- Attention to detail
- General growth mindset
- Ability to be agile, take initiative, and develop creative solutions
- Effective, trustworthy, detail-oriented, versatile, and action-driven

Preferred Qualifications

- Passion for The DeBruce Foundation mission
- Proficiency with Microsoft Office tools
- Basic statistical analysis skills including experience with statistical software (such as SAS, STATA, SPSS, or R)
- Outcome-driven
- No-job-too-small teamwork mentality

Salary and Benefits

Salary range: \$52,000-62,000, commensurate with experience.

The DeBruce Foundation also offers a generous benefits package. Benefits include medical, dental, vision and legal benefits, 401(k) retirement savings plan with match, Paid Time Off (PTO) and paid holidays and life and disability insurance.

How to Apply

Interested candidates should submit cover letter, resume and the names and contact information for three professional references in one single PDF to careers@LentsMazur.com by April 8, 2022. Applications will be reviewed on a rolling basis. The posting period may be extended if needed.

About The DeBruce Foundation

The DeBruce Foundation is a national foundation whose mission is to expand pathways to economic growth and opportunity. The Foundation is committed to helping individuals unlock their potential and find career pathways. By developing solutions such as the Agile Work Profiler, we change how people pursue careers. By partnering strategically, we increase experiences and exposure to widen career opportunities, starting with youth and working across the lifespan. Learn more at www.DeBruce.org.

The DeBruce Foundation is an equal opportunity employer, and we are dedicated to maintaining a diverse and inclusive team. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.