**The Reinvestment Fund Research Analyst Position Description**

**Job Title:** Research Analyst

**Department:** Policy Solutions

**Reports to:** Research Associate

**FLSA status:** Exempt

**Prepared Date:** July 2012

**EXPECTATION FOR ALL EMPLOYEES:**

Supports TRF’s mission, vision, and values by exhibiting the following competencies: Commitment to TRF, ethical behavior/integrity, and respect.

**ABOUT THE REINVESTMENT FUND:**

TRF is a national innovator in capitalizing distressed communities and stimulating economic growth for low- and moderate-income families. TRF identifies the point of impact where capital can deliver its greatest financial and social influence. TRF’s investments in homes, schools, and businesses reclaim and transform neighborhoods, driving economic growth and improving lives throughout the Mid-Atlantic region. Since its inception in 1985, TRF has made over $1 billion in community investments.

**ABOUT TRF POLICY SOLUTIONS:**

Policy Solutions conducts research and analysis on issues that influence neighborhood revitalization and economic growth. Policy Solutions is nationally recognized for its expertise in housing-related policy analysis and is currently engaged in numerous projects on related subjects across the US. Policy Solutions is known for creation of the proprietary Market Value Analysis (MVA), an innovative tool that analyzes local real estate market conditions and can guide public investment. Policy Solutions has established a reputation for objective and comprehensive analysis of mortgage lending and foreclosure activities. Lastly, Policy is known for producing nationwide estimates of the location and extent of areas inequitably served by food retail.

Policy Solutions also provides consulting services on a broad range of policy issues. Our research and consulting services are characterized by multiple-method research and objective quantitative and qualitative analyses.

**OPPORTUNITY:**

Policy Solutions uses data to assess the impact of our work on the people and communities in which we invest. We do this by analyzing data on our transactions and monitoring the social and economic conditions of these places. This position will work on maintaining the overall TRF Impact Assessment database and conducting a set of defined in-depth research studies annually for internal planning and publication purposes.

The Research Analyst will work under the direction of a Research Associate and with staff from the various TRF business lines, as well as with external researchers in related or complementary fields. The Research Analyst will be responsible for collecting and routinely evaluating the quality and accuracy of the data in TRF’s Outcomes database. This position is responsible for assisting in the design and implementation of research studies and must be capable and experienced at analyzing, evaluating and collecting data; preparing statistical tabulations; and writing reports containing descriptive, analytical and evaluative content for both an audience of researchers and non-researchers. The Research Analyst requires good time/project management skills; the ability to understand the research needs of clients; and the ability to establish clear deliverables.

**QUALIFICATIONS:**

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

 Master’s degree or Bachelor’s degree plus 2 year’s relevant experience in health services research, economics, urban planning, public policy, public health, anthropology, sociology, demography or other related fields

 Familiarity with major issues in the fields of housing, public education, community development, food access, community assets, social and human services and health care

 Must have demonstrated quantitative (i.e., statistical, econometric) and qualitative (i.e., observational, interviews) research experience

 Advanced critical thinking skills, exhibited by the ability to take information from a wide variety of sources and synthesize/analyze the information in the context of TRF’s organizational mission

 Demonstrated experience using evaluation methodology and the application of research results in organizational decision making

 Demonstrated proficiency and experience in GIS (ArcView), MS Access, Excel, Word, PowerPoint, statistical software programs (SPSS, SAS, R). Knowledge of SQL is a plus.

 Experience in a research environment

 Experience with survey design

 Able to work independently and as part of a project team

 Demonstrated expertise in written and verbal communication skills

**COMPETENCIES:**

 *Business Partner Service Orientation*- Maintains awareness of business partners’ needs and ability to use one’s work output. Demonstrates concern for meeting business partners’ needs in a manner that provides satisfaction. Business partners include TRF management, staff, investors, grantors, borrowers, and clients.

 *Collaboration and Cooperation* – Willingly cooperates and participates in developing solutions, which generally benefit all and accomplish TRF objectives.

**COMPENSATION AND BENEFITS:**

TRF offers a competitive salary based on experience and skills, as well as an excellent benefits package including employer-paid health, disability and life insurance, 401(k) savings plan with employer match, flexible spending accounts (medical, dependent care, and transportation), tuition reimbursement, generous paid time off, and EAP program.

The Reinvestment Fund is an **Equal Opportunity Employer**. TRF does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job related disabilities, or status as a veteran.