**Senior Research Analyst, Boston Indicators**

**10/2023**

**Department:**Communications and Public Affairs

**Reports To:** Executive Director, Boston Indicators

**FLSA Classification:** Exempt            **FTE:**1

**Supervises:**None

**Hybrid Schedule (subject to change):** Onsite Tuesday and Thursday. Remote on Monday, Wednesday, and Friday

**Position Budgeted:**$80,000 to $86,000

**Position Summary:**The Senior Research Analyst supports and advances the goals of Boston Indicators, conducting original research, managing research projects, and developing ongoing working relationships with TBF staff, community groups, and civic leaders across Greater Boston.
 **Essential Functions:**

* Conduct data analysis using US Census Bureau and other publicly available sources and act as a data analysis resource for other Boston Indicators teammates;
* Produce data-driven research and analysis on topics including, but not limited to, demographic trends in Boston and Massachusetts, jobs and the economy, education, criminal justice, health, the racial wealth gap and economic insecurity in Greater Boston;
* Communicate research findings in ways that are accessible to a range of non-technical audiences, often through the production of reports, articles, factsheets, briefings and presentations;
* Develop and steward external relationships, helping the Executive Director expand the reach and depth of connections with key partners and stakeholders; and
* Manage a subset of projects over the full project pipeline from conception through to completion.

*Other Duties and Responsibilities:*

* Individuals assigned to this position may perform other duties as assigned.

 **Qualifications***Preparation, Knowledge, Previous Experience:*

* Bachelor’s degree or equivalent experience required, Master’s degree preferred; and
* 2 years of relevant professional experience (preferred).

*Skills, Abilities, Competencies:*

* Proficiency using a statistical software package to analyze administrative and survey data - for instance, using R or STATA to analyze American Community Survey Public Use Microdata Sample files;
* Demonstrated ability using data from different US Census Bureau sources (e.g., the Decennial Census, the American Community Survey, the Current Population Survey);
* Proficiency analyzing large data sets in Excel;
* Ability and flexibility working across a wide range of issue areas;
* Strong written and oral communications skills, including public speaking and presentation skills;
* Ability to communicate data analysis results in a nontechnical way for a broad audience;
* Ability to give and receive criticism constructively and work to and meet tight deadlines under pressure;
* Ability to interact well with a diverse range of people;
* Flexible, collegial, and supportive toward constituents and colleagues; and
* Simple graphic design skills to aid data communication on graphs, presentations, etc. (preferred).

 **Working Conditions & Physical Demands:**

* The ability to work on a computer for long periods of time; and
* Ability to work on-site and remotely as required.

 *The content is intended to describe the general nature and level of work being performed by persons assigned to this job.  It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation.  Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time.  At management’s discretion, the employee may be assigned different or additional duties from time to time.*