Research Analyst

Position Overview:

The Peninsula Community Foundation of Virginia is seeking a dynamic and experienced professional to join our team at the Center for Community Research. In this role, you will be responsible for leading the development and implementation of a comprehensive research program aimed at identifying and addressing the needs of the local community. In this role, you will work closely with stakeholders, community partners, and staff members to collect, analyze, and disseminate data that informs the Foundation's strategic initiatives and decision-making processes.

Responsibilities:

Research Program Development:

•Design and implement a strategic research plan to identify community needs, trends, and emerging issues.

•Collaborate with internal teams to define research objectives, methodologies, and timelines.

•Establish protocols and guidelines for data collection, analysis, and reporting.

Data Collection and Analysis:

•Oversee the collection and management of relevant community data through various sources, including surveys, interviews, focus groups, and existing databases.

•Conduct quantitative and qualitative analyses of collected data to generate meaningful insights and recommendations.

•Utilize statistical software and other tools to process and interpret data effectively.

Community Engagement:

•Foster collaborative relationships with community organizations, nonprofits, government agencies, and other stakeholders to gather input and ensure research aligns with community needs.

•Organize and facilitate community forums, workshops, and meetings to engage key stakeholders and promote dialogue on research findings.

•Provide expert guidance and insights to community partners regarding research methodologies, data interpretation, and implications for program development.

Reporting and Communication:

•Prepare comprehensive reports, summaries, and presentations that effectively communicate research findings to both internal and external audiences.

•Present research results at community events, conferences, and meetings to promote awareness and advocate for evidence-based decision-making.

•Collaborate with the Foundation's communications team to develop and disseminate research-related content through various channels, such as newsletters, websites, and social media.

Strategic Planning and Program Evaluation:

•Work closely with the Foundation's leadership team to integrate research findings into strategic planning processes.

•Monitor and evaluate the impact of funded programs and initiatives, tracking progress towards desired outcomes.

•Make recommendations for program adjustments and improvements based on research findings and evaluation results.

Qualifications:

•A minimum of a bachelor's degree in social sciences, community development, public policy, or a related field. A master's degree is preferred.

•Proven experience in leading community-based research initiatives, including study design, data collection, analysis, and reporting.

•Strong analytical skills with the ability to interpret complex data sets and translate findings into actionable recommendations.

•Familiarity with both qualitative and quantitative research methodologies and their applications in community development.

•Excellent communication skills, both written and verbal, with the ability to convey complex information to diverse audiences.

•Demonstrated ability to establish and maintain effective relationships with community stakeholders, partners, and organizations.

•Proficiency in using statistical software and data visualization tools.

•Strong organizational and project management skills with the ability to meet deadlines and manage multiple priorities effectively.

The Peninsula Community Foundation of Virginia offers a competitive salary commensurate with experience and qualifications.

Please submit your resume, cover letter, and relevant work samples to mmonteith@pcfvirginia.org with the subject line "Director of Community Research Application." Work examples should include one or more samples where you are the sole author and demonstrates your ability to analyze, explain and visualize data.