



RESEARCH ANALYST

SUMMARY

The WV Community Development Hub is hiring a Research Analyst to coordinate community development-related research projects relevant to The Hub’s work and to the broader community development field in West Virginia.

This position will build organizational evaluation systems for our community development programs, lead multi-year projects to analyze data and document impacts of community development initiatives in West Virginia over the past decade, build systems to track and analyze short-term, intermediate and long-term impacts of downtown redevelopment in West Virginia rural communities, support the research needs of the West Virginia Community Collaborative Network, and develop research publications to support these areas of work.

A highly-qualified Research Analyst is expected to have expertise in quantitative and qualitative data development, an understanding of relevant local, state and national data resources, and an ability to develop creative systems of data development to fill current gaps in the rural community development field in West Virginia.

We are looking for candidates who understand the power data and research have to unlock new pathways to address historic systemic challenges that have hindered community-led redevelopment and revitalization in rural communities. Passion, creativity and leadership are heavily favored in interested job applicants.

JOB DUTIES

- Lead development and implementation of organizational program evaluation systems to track qualitative and quantitative data from program recipients; complete program reports at conclusion of multi-year community coaching programs.
- Provide data reports to support program communications and funding applications.
- Coordinate and lead rural community development research report project to complete final report on West Virginia community development impacts, moving forward initial projections gathered in the [preliminary research report](#) “Community Development Innovation: Preliminary Findings on Progress, Successful Strategies, and Persistent Challenges Facing West Virginia’s Community Development Field”.

- Build innovative systems to track intermediate and long-term impacts of community development practices.
- Develop and publish regular research reports to amplify and support The Hub's community development approach.
- Support the Community Collaborative Network research needs, including helping to identify research strategies and collaborating with partners to develop and publish collaborative reports on issues relevant to the community development field.
- Undertake other research and data-related projects as they arise, including identifying innovative and creative opportunities to use data to drive forward strategies supportive of rural community development initiatives serving West Virginia communities.

EDUCATION & EXPERIENCE

- Educational or work experience demonstrating expertise with empirical data sources required.
- Experience developing systems to gather and track data externally and internally expected.
- Experience writing research reports, including leading projects from initial concept to final publication.
- Experience working with and leading project teams, including demonstrated experience taking a project from idea phase to completion.
- Ability to manage multiple projects simultaneously expected.
- Experience with interpersonal relationship and trust building within teams.
- Experience working with and coordinating external consultants preferred
- Master's degree beneficial but not required.
- Must be energetic, positive, imaginative, well-organized, and capable of functioning effectively in an independent environment and on a small team.
- Strong written and verbal communication skills, and comfortable speaking in front of audiences and leading group events.
- Excellent computer skills using Microsoft Office, Google Products, applications and other relevant software.
- Interest in a position that encourages leadership, demands initiative, provides accountability, and expects flexibility and a willingness to work hard to achieve success and support communities required.

SALARY/BENEFITS

- This position is full-time and expected to be based in Charleston, WV. Position will initially be fully remote and may be permanently remote for exemplary candidates.
- The salary for this position will be commensurate with experience and will be negotiated with the applicant based on qualifications and experience.
- The Hub offers generous employee benefits including healthcare, flexible work schedules, professional leadership development resources and generous annual leave.

HOW TO APPLY

Please send a cover letter, resume, writing sample that demonstrates research ability and 3 references to s.tyree@wvhub.org by February 21 2021. Your cover letter should clearly state your relevant experience, your interest in this position/The Hub, and why you believe you are the best candidate for this position.

Applications should include “Research Analyst” in the subject field.

The Hub is invested in building a diverse and qualified team that accurately reflects and is inclusive of the diverse talent represented throughout West Virginia. We strongly encourage and will positively consider applications from people who have been historically underrepresented in leadership roles, such as BIPOC, women and LGTBQ candidates.