

**Research Analyst
Claude Worthington Benedum Foundation
Pittsburgh, PA**

**CLAUDE
WORTHINGTON
BENEDUM
FOUNDATION**

BACKGROUND

The Claude Worthington Benedum Foundation (“the Foundation”), a 501(c)(3) nonprofit organization, has served West Virginia and Southwestern Pennsylvania since it was established in 1944 by Michael and Sarah Benedum. The mission of the Benedum Foundation is *to encourage human development in West Virginia and Southwestern Pennsylvania through strategically placed charitable resources*. Grants are made to support specific initiatives in the areas of Education, Economic Development, Health and Human Services, and Community Development. More information on the Benedum Foundation can be found here - <http://www.benedum.org>

The Foundation is seeking a research analyst to contribute to the data analysis and understanding of community trends that are germane to the program work.

POSITION DETAILS

In this role, the Research Analyst, will:

- Provide assistance to the three program directors, and the president, on new or ongoing projects that require supporting data and analysis of key indicators.
- Organize and analyze data that contribute to programmatic work around health, education, community development, and the local and regional economy.
- Map state, county, and regional data and create data visualizations that illustrate patterns and impact.
- Write summaries and compile literature reviews as needed.
- Write subject matter reports with visuals for internal and external audiences.
- Take responsibility for researching best practices, guided by what the program directors may need to advance their strategic work.
- Take the initiative to seek out and share with program directors any relevant public research and current reports that are related to or may inform the broader work of the Foundation.

KNOWLEDGE, SKILLS AND ABILITIES

The successful candidate has a blend of the following:

- BA or BS degree in Planning, Economics, Public Health, Social Research, Mathematics, or related disciplines that emphasize quantitative and/or analytical skills. A Master’s degree would be desirable.
- Excellent verbal and written communication skills; ability to prepare written briefings.
- Technical proficiency in conducting online research and the ability to stay connected to a variety of data sources.
- The ability to work successfully in a small organization and maintain a passion for the important work of nonprofit organizations.
- Working knowledge of and the ability to use and compile drill down data from sources such as: the U.S. Census and American Community Survey, Bureau of

Labor Statistics, Department(s) of Education, Centers for Disease Control and Prevention, County Health Rankings, and other similar comprehensive public data from trusted sources.

- Ability to apply analytical skills in the areas of economics, community indicators, and statistics to support research.
- Quantitative research skills using economic and community data.
- Ability to work collaboratively with other applied research centers to share and customize data sets.
- Competency with GIS mapping software.
- Python coding experience for interactive visual data displays, preferred.
- Familiarity with JavaScript coding for interactive web-based viewing, preferred.
- Database management for data-sets.

BEHAVIORAL COMPETENCIES

The ideal candidate possesses the following behavioral traits and characteristics

- **Process Management:** Good at figuring out the processes necessary to get things done; can separate and combine tasks into efficient work flow.
- **Informing:** Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization.
- **Compassion:** Genuinely cares about people; demonstrates real empathy with the joys and pains of others.
- **Customer Focus:** Acts with the program directors as his or her customers; establishes and maintains effective relationships with customers and gains their trust and respect. Pleasant in interactions with others, a servant leadership orientation, and a desire to identify creative and common sense solutions to problems.
- **Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; is seen as a cooperative team player; encourages collaboration.
- **Technical Learning:** Picks up on technical things quickly; can learn new skills and knowledge.
- **Self-directedness:** Independently search for reports, data sets, and studies that apply to the Foundation program areas.

HOW TO APPLY

Interested and qualified individuals are to submit their cover letter, resume, and list of relevant experience working with data sets and programs by 5 pm, February 15, 2019 to careers@benedum.org. No phone calls please. Competitive salary and generous benefits.

The Claude Worthington Benedum Foundation is an equal opportunity employer.