

RESEARCH ANALYST – SAN FRANCISCO

ORGANIZATION

Founded in 1945, as a way for the region's business community and like-minded individuals to concentrate and coordinate their efforts, the Bay Area Council is widely respected by elected officials, policy makers and community leaders as the regional voice of employers in the Bay Area. The Bay Area Council is an employer-sponsored, public policy advocacy organization for the nine-county Bay Area. It is a nonprofit organization with annual revenues of \$9 million, supported by more than 300 member companies representing the largest employers in the Bay Area with a staff of 32 employees. The Council proactively advocates for a strong economy, a vital business environment, and a better quality of life for everyone who lives and works in the Bay Area. The Bay Area Council is the umbrella organization for the Bay Area Council Foundation which includes the Economic Institute and Grants, and the Bay Area Council LLC.

About the Bay Area Council Economic Institute

The Bay Area Council Economic Institute is the leading think tank focused on the most critical economic and policy issues facing the nine-county Bay Area region. Since 1990, the Economic Institute has been a valued forum for stakeholder engagement and a respected source of information and fact-based analysis on economic and policy issues. Through economic and policy research, the Economic Institute addresses major factors impacting the competitiveness, economic development, and quality of life of the region and the state, including infrastructure, globalization, science and technology, and health policy.

SUMMARY

The Research Analyst is detail-oriented, committed to high quality, and enjoys working in a collaborative environment. Because we are a small team of five researchers, the Research Analyst will be expected to contribute to the development of innovative public policy solutions that address major issues impacting the economic competitiveness and quality of life of the Bay Area and the state. The Research Analyst is also expected to do a significant amount of graphic design to support the data and policy visualizations associated with Institute projects.

The Economic Institute's major products are reports, presentations, and policy memos. Research Analysts will be involved in these projects from start to finish and will also lead efforts at general data collection and archival. Successful analysts are encouraged to progressively take on greater roles and responsibility over time. This position reports to the President of the Economic Institute.

DUTIES AND RESPONSIBILITIES

- Working closely with Economic Institute Research Director to maintain and update database of key regional economic indicators
- Drafting economic- and policy-related articles, publications, and reports
- Engaging in graphic design for reports, social media and data visualizations
- Conducting data collection and analysis using applications such as STATA and Excel

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- Performing ad hoc quantitative and qualitative research as needed
- Aiding in the design of research strategies and methods on a project-by-project basis
- Creating Economic Institute presentation decks
- Leading interviews with outside individuals as relevant to Institute projects
- Providing support for Economic Institute and Bay Area Council events and functions

PERSONAL ATTRIBUTES AND SKILLS

- Excellent writing skills with an ability to make complex analysis easily understood for readers.
- Ability to quickly develop strong quantitative, statistical analysis, and data visualization skills.
- Adobe Creative Cloud: InDesign, Photoshop, etc.
- MS Office: must be highly adept with MS Word, Excel, PowerPoint; use of STATA or other statistical programs a plus, but not required.

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree required. Candidates with backgrounds in economics, statistics, public policy, finance, business administration, or related fields are preferred, though applicants with other educational concentrations will be considered.
- 0-2 years of professional experience (internships included) in analytical roles.

COMPENSATION

The salary range for this position is \$40,000-\$50,000. Salary placement will be based on the experience and skill levels of the successful applicant. The Bay Area Council also provides a generous benefits package that includes: employer paid employee medical, vision, dental, and life insurance benefits; 401(k) deferred compensation program with employer matching; nine paid holidays per year; and paid time off accrual (up to 20 days per year for newly hired employees).

PHYSICAL REQUIREMENTS:

Work is primarily sedentary with intermittent stooping, bending and walking throughout the day. Ability to lift thirty-five (35) pounds infrequently.

HOW TO APPLY

Please send a thoughtful cover letter, writing sample of no more than five pages, and resume to jbellisario@bayareacouncil.org and copy jhawk@bayareacouncil.org.

Submit your resume and other materials as one e-mail attachment with your last name and "Research Analyst" in the file name (i.e., "Smith_ResearchAnalyst").

Applications will be accepted until March 5, 2018 and will be reviewed on a rolling basis.