

*Fostering an Equitable, Engaged,
Empowered Community*



CAREER OPPORTUNITY:

Research Associate

(related to human services community data)

Position Posted: 2/8/2021	Application Deadline: 2/22/2021
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

The Research Associate supports and advances the United Way of Central Iowa mission of improving lives by researching, gathering, and coordinating relevant community data for the organization's advocacy and strategic use. The technical work and community collaborations established and maintained by this position help meet the need and identify measures in the Community Impact focus areas of Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health & Well-Being while providing additional data support for an assigned impact area. This position reports to the Community Impact Services Director and works closely with fellow research team members and support Community Impact leads.

The successful candidate will have solid experience in a nonprofit organization, doing research and statistical data analysis preferably in the areas of education, income, or health. Strong technical skills with experience in interpreting a variety of technical instructions in mathematical or diagram form and experience in effectively dealing with several abstract and concrete variables is required. Proven advanced Microsoft Excel skills are necessary. Equally important to the technical knowledge and skills is a passion for the organization's mission with the ability to collaborate and build relationships with internal staff and external community stakeholders and partners.

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for

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Excellence is the foundation for how we do our work and to reach our aspiration to “Engage Community to Empower All.” In addition to a competitive salary and robust benefits package including health insurance, a dental plan, vision plan, 401(k) with match, and paid life insurance, we offer the following:

- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fostering a diversity, equity, and inclusion culture
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- Researches, collects, and analyzes socioeconomic data to support advocacy and community mobilization efforts in the areas of Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health & Well-Being.
- Creates and establishes key outcomes and measures for community impact investments.
- Assists United Way to define and develop a set of shared community results and indicators and supports tracking indicators over time.
- Delivers presentations to key audiences and groups based on complex research and results to support the understanding and strategic use of data.
- Collaborates with all community impact directors and the Director of Community Impact Services to find the necessary data and measures and strategizes with the directors to further advocate community mobilization efforts.
- Ensures data collected is properly checked and vetted by the Senior Research Associate or Community Impact Services Director.
- Works closely with the officer of an assigned impact area for data research and requests.
- Builds and maintains external relationships with relevant organizations and community stakeholders.
- Assists with the site administration for case management software (ETO) and administrator for the data management system (Results Scorecard).
- Trains internal and external community partners to facilitate the use of software and databases used by UWCI.
- Participates as a member of the Data Team to support the initiatives and activities of Community Impact programming and provides data input and data vetting as requested.

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- Acts as a subject matter expert for local and national sources of data in the areas of Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health & Well-Being.
- Aligns behavior and work with UWCI's Code of Ethics and Organizational Values.

Competencies:

- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions, with technical agility and creativity.
- **Technical Aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Communication Skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Presentation Skills:** Ability to effectively present information to a group.
- **Self-motivated:** Ability to reach a goal and perform a task with little or no supervision.
- **Accurate:** Ability to produce error-free work and needing little assistance in meeting quality objectives; must be extremely detail-oriented.
- **Initiative:** Ability to act and takes steps to solve or settle an issue or problem.
- **Conceptual Thinking:** Ability to recognize common factors and trends.
- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with customers and coworkers.
- **Project Management:** Ability to plan, organize, staff, direct and control tasks to meet a specific goal.
- **Business Acumen:** Ability to understand business-related topics or issues.

Experience:

- Experience in a nonprofit organization, doing research and statistical data analysis in the areas of education, income, or health.
- Proven ability to write professional, high quality technical reports.
- Experience in interpreting a variety of technical instructions in mathematical or diagram form and experience in effectively dealing with several abstract and concrete variables.
- Proven advanced mathematical skills including the ability to calculate figures and amounts.
- Solid experience in collaborating and building relationships with relevant community (external) stakeholders and partners.
- Proven advanced Microsoft Excel skills.
- 1-3 years of experience using geographic software such as ArcGIS or Tableau. Experience with report writing (SAP Business Objects or other BI tool).
- Experience with Structured Query Language (SQL).
- Experience with R or Python – Statistical Programming.

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- Experience with web-based tools in either ETO or Results Scorecard software a plus, with the ability to become a certified site administrator in ETO and Results Scorecard within 1 year of employment.
 - Teaching software or data entry programs, troubleshooting, and resolving issues for multiple nonprofit organizations a plus.

Education:

- Bachelor's Degree in Research or Statistics or related field plus 1-3 years of experience as a Research Associate, Research Analyst, or similar duties under a different job title.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state, or local fair employment practices.

If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.