



## Research Analyst Job Description – Full or Part-time

### About the Eos Foundation:

The Eos Foundation is a private philanthropic foundation supporting organizations and systemic solutions aimed at fighting hunger, supporting immigrants, and achieving gender and racial equity in leadership. In 2018, we introduced the Women's Power Gap Initiative (WPG), which aims to dramatically increase the number of women from diverse backgrounds in chief executive positions across all sectors of our economy. The WPG Initiative spotlights prominent sectors of the economy through targeted research, measuring the extent of the gender and racial power gaps, and offering solutions to reach parity. Each report is accompanied by a public dialogue and community conversation highlighting the issues and offering practices and policies to increase representation and inclusion.

### Position Overview:

This position will largely be virtual with occasional travel to our Harwich office and some meetings in Boston. The Research Analyst must be detail-oriented and enjoy working with data, spreadsheets, and analytics. The WPG began with studies in Massachusetts, launched nationally in 2021 with [\*The Power Gap among Top Earners at America's Elite Universities\*](#) report, and will continue to expand research of additional sectors both at the national and local Massachusetts levels. The Research Analyst's responsibilities will include identifying data sources, collecting, analyzing, interpreting data, and presenting the findings in an accessible form. The candidate should have excellent critical-thinking and communication skills and possess the self-confidence necessary to work independently, manage up, and juggle multiple relationships, deadlines, and requests. The position reports to the Manager of Research and Data Analytics.

### Responsibilities:

- *Research and Data Collection:* Identify data sources through online research and other methods. Examples include, but are not limited to, looking up corporate and institutional websites, public filings of financial records, articles, databases, social media platforms, industry literature, etc. Assist the team in conducting surveys, phone and email outreach, and data collection follow-up.
- *Organizing and Tracking Data:* Work with the research team to track data using variety of methods, including Excel, Google Sheets, Airtable and our WPG custom database.
- *Analyzing Data:* Process data to identify trends, display findings through graphs and charts, and present findings to the leadership team.
- *Storing Data:* Organizing and storing data for future research projects.
- *General Duties:* Provide general administrative support including program-related research and project work of the Foundation, create and edit documents, spreadsheets, Power Point presentations, etc.



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### **Qualifications:**

The ideal candidate will be a consummate professional, represent the work of Eos well, and respect the confidentiality of our work with our trustees and grantee organizations. The candidate will be a self-starter with superb organizational and time management skills, and will also:

- Have a strong commitment to and familiarity with the nonprofit sector and the mission of the Eos Foundation.
- Have demonstrated experience working with diverse communities and an interest in DE&I.
- Be able to manipulate large, complex data sets into manageable, understandable reports.
- Be proficient in Microsoft Office applications, with a heavy emphasis on Outlook, Word, Excel, and PowerPoint; SharePoint and Airtable are a plus.
- Have familiarity with social media platforms.
- Be comfortable working independently, quickly, and efficiently and be able to prioritize multiple assignments with fastidious attention to detail and accuracy.
- Have excellent communication skills and be prepared to construct outreach emails, perform phone conversations, and present findings during staff meetings.
- Must possess a positive, solution-oriented attitude, with a sense of humor and grace under pressure.
- Have the self-confidence and maturity to manage up – to ask questions when an assignment is not clear, and to communicate early if there are conflicting priorities and/or overlapping deadlines that need to be adjusted.
- This position will largely be virtual with occasional travel to our Harwich office and Boston for team meetings. Access to high-speed internet and ability to attend Zoom meetings are essential.
- While we prefer candidates who are available full-time, we will also consider those searching for a part-time position of at least 20+ hours/week.

### **Compensation:**

Salary and benefits commensurate with experience. Please apply with a cover letter and resume to Kellie Marchant at [marchant@eosfoundation.org](mailto:marchant@eosfoundation.org). No phone calls please.

The Eos Foundation is an equal opportunity employer and seeks a diverse candidate pool.