

## RESEARCH ANALYST – SAN FRANCISCO

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### ORGANIZATION

The Bay Area Council has been at the intersection of business and civic leadership, shaping the future of the Bay Area since 1945. As a premier non-profit, public policy advocacy organization representing over 300 of the top employers across the nine-county region, we concentrate on making the Bay Area the best place to live and work in the world.

We focus on the economic health of the region, balancing long-term economic, social, and environmental sustainability. Our mission includes:

- Informing and mobilizing business, civic, and political leaders on the most critical issues and opportunities facing the region.
- Developing solutions for an ambitious vision for the region's future with participation of business, government, labor, science, and education.
- Achieving results through advocacy, partnership, and committed leadership to realize this vision.

### 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 seven 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 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 related to 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 and Vice President to draft economic- and policy-related articles, publications, and reports
- Engaging in graphic design for reports, presentations, 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
- Leading interviews with outside individuals as relevant to Institute projects
- Maintaining and updating database of key regional economic indicators
- 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 and data visualization skills.
- Willingness and aptitude to work both individually and within collaborative teams.
- 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, political science, or related fields are preferred, though applicants with other educational concentrations will be considered. Candidates with graduate degrees will also be considered.
- 0-4 years of professional experience (internships included) in analytical roles.

### COMPENSATION

Salary 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.

### HOW TO APPLY

Please send a thoughtful cover letter, writing sample of no more than five pages, and resume to Jeff Bellisario ([jbellisario@bayareacouncil.org](mailto:jbellisario@bayareacouncil.org)) and Isabel Monteleone ([imonteleone@bayareacouncil.org](mailto:imonteleone@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 31, 2019 and will be reviewed on a rolling basis.