



## JOB ANNOUNCEMENT

**Title:** RESEARCH ANALYST  
**Reports To:** Project Director

### **Position Overview**

The Research Analyst is a part of an integrated project team and engages in project planning, primary and secondary research and analysis, and the preparation of and delivery of final study recommendations. The Research Analyst assists in coordinating, planning, and facilitating meetings of Academy staff, Panel members, and clients. Strong organizational, analytical and communication skills are essential to success in this position. This position reports to a Project Director, who provides senior leadership on each client engagement.

### **Essential Duties and Responsibilities**

- Understand client organization's mission, structure, operations and scope of project requirements
- Participate in the development and implementation of analytical framework and stakeholder outreach strategies
- Analyze data collection tools in various formats (e.g., web-based surveys, interview protocols)
- Co-lead interviews with senior agency officials and stakeholders
- Map organizational processes and develop metrics
- Create graphs, charts and tables to summarize and present research results
- Conduct and document in-depth data analyzes using both quantitative and qualitative methods
- Prepare written communications (such as chapter of reports) that are engaging, clear, accurate, and grammatically correct
- Present research findings to project panels and clients
- Accept input from various sources and apply comments/feedback appropriately and accurately
- Prioritize multiple tasks effectively
- Deliver high quality work products that reflect keen attention to detail
- Commitment to meeting deadlines
- Proactively seek opportunities to broaden and deepen knowledge base and proficiencies
- Share acquired skills and information with team members

### **Qualifications**

- Ability to prioritize responsibilities related to multiple projects and assigned tasks
- Ability to effectively engage with a diverse mix of people and achieve results
- Excellent written and verbal communication skills
- Self-motivated, works independently and within a team structure
- Flexible and adaptable to ever-changing needs of the organization
- Excellent interpersonal skills to interact with internal and external stakeholders
- Demonstrate integrity in all aspects of job performance and exercises discretion with regard to sensitive materials or matters
- Proficient with MS Office and SharePoint

**Education and Required Work Experience**

- Advanced degree, MPA or MBA preferred
- Minimum three years of work experience in the areas of public administration, consulting to the federal sector, organizational research, and/or working with nonprofit organizations
- Demonstrated application of analytical and writing skills within the context of one or more projects

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