CONSTELLATION
FUND

Research Associate

Location: Minneapolis, hybrid work environment (in-office and remote)
Salary: Full-time, $58,000 - $65,000 plus benefits.

The Constellation Fund is seeking a talented individual with strong analytical abilities and research skills with a clear passion for poverty alleviation for the role of Research Associate (RA). The RA will contribute to Constellation's evidence-based approach to grantmaking and will help us evaluate and identify our community's most impactful poverty-fighting interventions.

About The Constellation Fund

The Constellation Fund is a poverty-fighting organization in the Twin Cities that invests philanthropic resources into nonprofits raising the living standards of individuals and families experiencing poverty in the seven-county metropolitan area. Constellation takes an outcome-based approach to this critical effort, prioritizing evidence over anecdotes to find, fund, and empower poverty-fighting service providers shown by evidence to be creating transformational impact in our community.

Modeled after the Robin Hood Foundation in New York City and Tipping Point Community in San Francisco, the Constellation Fund makes evidence-based investments of philanthropic resources in the nonprofits making the largest measurable improvements to the living standards of those below the poverty line in the Twin Cities.

With one-in-five residents of the Twin Cities living in poverty, our philanthropic community must strategically focus its resources on the interventions providing the largest poverty-fighting impacts. Constellation will address this pressing challenge by thoughtfully applying the principles of modern economic decision-making to the important business of local philanthropy. By carefully leveraging peer-reviewed research, local demographic information, and data from nonprofits, Constellation conducts detailed quantitative analysis along with best-in-class qualitative consideration in order to identify and fund poverty-fighting interventions that, judged with the best available evidence, are the most impactful among the available options.

Since the Board of Directors underwrites Constellation's operating costs, every outside dollar raised by the organization goes directly to its carefully-selected nonprofit grantees, which are provided not only with funding, but also with access to best-in-class pro bono partners that

can provide invaluable services and expertise otherwise inaccessible to most nonprofits in their efforts to improve and scale their impacts.

About the Position

The Research Associate will be part of a small team of researchers with expertise in benefit-cost analysis who will support Constellation's Chief Economist (CE) in gathering and synthesizing the relevant data and research to effectively inform Constellation's metrics-based analyses.

The Research Associate will be a valued member of the Impact Team and will be responsible for assisting other members of the Team with literature searches, data management and analysis, and metrics development.

For an example of our metrics-based framework visit: https://constellationfund.org/impact/metrics/

Responsibilities

1. **Metrics Development (60%)**
   - Conduct research into relevant subject areas in health, housing, education, and workforce development, to create and update Constellation's metrics. This includes conducting literature searches (typically economics and evaluation research) using research databases and producing summary reports on relevant findings.
   - Assist the CE in developing meta-analysis calculations.
   - Assist the CE in managing Constellation's research library. This includes managing and updating Constellation's bibliography system (Mendeley).
   - Produce and/or review metrics drafts.

2. **Analysis and Reporting (30%)**
   - Assist the CE in analyzing and interpreting outcomes data from Constellation's benefit-cost reports, evaluations.
   - Assist the CE in developing and producing reports for internal and external stakeholders.
   - Maintain and manage Constellation's outcome's databases. This includes entering and updating information into databases quarterly.
   - Asist CE in production and maintenance of Constellation's technical documentation.

2. **Impact Team Support (10%)**
   - Assist Impact Officers interpreting and implementing new and existing metrics.
   - Assist Evaluation Officer and Impact officers in the quality check of calculations and reporting.

Competencies

- *Program evaluation.* Experience with and understanding of quantitative program evaluation methods.
- *Analytical and critical thinking.* Comfortable with investigating and summarizing quantitative data, drawing useful and nuanced findings, and asking critical questions to refine conclusions.
- *Project management.* Effective organizational and time management skills.
- *Team work.* Comfort with and enthusiasm for working in a small team and contributing to the generation of new ideas while also maintaining an independent workflow.
- *Partnership building.* Enthusiasm for and ability to build and maintain strong interpersonal relationships and partnerships with outside organizations and individuals to inform and improve internal work-product.
- *Communication skills.* Ability to speak and write clearly, effectively, and succinctly, including under time pressures. Ability to synthesize information and tell narrative stories about what qualitative and quantitative data means for grantees and for those living in poverty in the Twin Cities.
- *Emotional intelligence and humility.* Ability to acknowledge the achievements of others, to share credit, and to welcome feedback.
- *Empathy and respect.* A high degree of awareness for the immense challenges facing people experiencing poverty, poverty-fighting organizations, and social services work, and respect for the individuals dedicated to those important efforts.

Qualifications

- Bachelor's degree required.
- Graduate degree <u>or in progress</u> required, including an MPH, MPP, MBA, Masters in Economics, Statistics, Evaluation, or related field. Ph.D. students are also encouraged to apply.
- <u>Strong experience conducting literature searches on technical subjects.</u>
- Intermediate statistical skills and knowledge.
- Intermediate economics skills and knowledge.
- Intermediate to advanced experience working with spreadsheets and databases.
- Basic knowledge and skills in scripting codes for database queries and reports (Google Scripts, Java, or similar) would be a plus.
- Some experience with program evaluation.
- Experience leading the execution of complex projects; proven ability to work collaboratively with numerous stakeholders.

Salary and Benefits

Constellation offers a benefits package that is competitive with industry standards. Salary is commensurate with experience. Salary Range: $58,000 - $65,000.

To apply for this position, please submit a résumé and cover letter outlining your experience

to jobs@constellationfund.org.

The Constellation Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds in philanthropy and applicants who identify as low-income are encouraged to apply.