



The Heinz Endowments

Data Research Analyst

The Heinz Endowments is based in Pittsburgh, where they use their region as a laboratory for the development of solutions to challenges that are national in scope. Although the majority of their giving is concentrated within southwestern Pennsylvania, they work wherever necessary, including statewide and nationally, to fulfill their mission. Their mission is *to help our region thrive as a whole community, economically, ecologically, educationally and culturally, while advancing the state of knowledge and practice in the fields in which we work.*

This is an organization in motion, seeking constant improvement and continual learning as well as a desire to work at the intersections of their grantmaking. The Heinz Endowments has intentionally taken time to refine its focus during a strategic planning process, emerging from that work with a goal of aligning their grantmaking and community investment work under “A Just Pittsburgh” - <http://www.heinz.org/Interior.aspx?id=480&post=28>. As a result of this planning process, they’ll continue to support fields of emphasis include philanthropy in general and the more focused disciplines represented by our three strategic grant making areas: Creativity, Learning, and Sustainability.

The Heinz Endowments seeks to:

- Help ignite and sustain a new era of regional transformation by facilitating demonstrable and exemplary progress in areas critical to the community's future.
- Have a material and systemic impact on the priorities identified by our program areas and special initiatives.
- Be a leading national benchmark for foundation effectiveness, ethics, regional focus, and general excellence in philanthropy.
- Promote the advancement of a sustainable, diverse, and inclusive society.
- Preserve our ability to sustain our philanthropic impact over time by continuing the prudent and longstanding practice of living within our means and managing our assets for the long term.

More information can be found by visiting www.heinz.org.

The Heinz Endowments is an equal opportunity employer.

Below are details of our vacancy for a Data Research Analyst. If you believe you are qualified and would like to apply, please submit your resume to:

Joe LaLonde 
FinancialPeople Staffing
Email: lalonde@fpstaffing.com

Applications are not being accepted directly by the Endowments and must be sent to the email address above.

Position Description

Job Title: Data Research Analyst

Reports to: The President of the Endowments

Employment Category: Exempt
Regular
Full Time

Purpose and Scope of the Position:

To support the Endowments' grantmaking strategies through the provision of sound, relevant and up to date research data with an emphasis upon the analysis and clear presentation of 'Big Data' and the visualization of community trends.

Staff Reporting to the Position: None

Operating Budget in \$ or any other meaningful metrics: TBD

Primary Responsibilities include:

- Support the Office of the President and all the program areas with regard to new or ongoing projects that require the provision of data and the analysis of key indicators.
- Create effective data bases that will support future grant making.
- Map state, county, and regional data and create data visualizations that illustrate patterns and impacts.
- Write summaries and compile literature reviews as needed.
- Write subject matter reports with visuals for internal and external audiences.
- Take responsibility for researching best practices, guided by what the Endowments may need in order to advance its strategic work.
- Take the initiative to seek out and share internally any relevant public research and current reports that are related to or may inform the broader work of the Endowments.

Position Requirements:

Education:

BA or BS degree in Planning, Economics, Public Health, Social Research, Mathematics, or related disciplines that emphasize quantitative and/or analytical skills. A Master's degree would be desirable but not essential.

Experience:

A minimum of 2-3 years' experience in an organization with research needs similar to those of the Endowments.

Capabilities:

- Excellent verbal and written communication skills; ability to prepare written briefings.
- Technical proficiency in conducting online research and the ability to stay connected to a variety of data sources.
- The ability to work successfully in a small organization and maintain a passion for the important work of nonprofit organizations. Despite the title, this position has more of a people orientation than a technical orientation.
- Working knowledge of and the ability to use and compile 'drill down data' from sources such as: the U.S. Census and American Community Survey, Bureau of Labor Statistics, Department(s) of Education, Centers for Disease Control and Prevention, County Health Rankings, and other similar comprehensive public data from trusted sources.
- Ability to apply analytical skills in the areas of economics, community indicators, and statistics to support research.
- Quantitative research skills using economic and community data.
- Ability to work collaboratively with other applied research centers to share and customize data sets.
- The ability to identify and quickly develop the competencies to utilize appropriate software packages.

Prepared by: SBR

Date: September 2020