



VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,300 charitable funds. In 2021, we deployed more than 6,000 grants totaling over \$91 million. The Foundation also supports the activities of 12 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. [Together we do more good!](#)

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work. To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Research and Data Analyst, Community Impact

REPORTS TO: Vice President, Community Impact

POSITION DESCRIPTION: Within the Community Impact department, the Research and Data Analyst will have primary responsibility for leading all research and data analysis. Data plays a significant role in the decision-making of the team, including the grant application processes and final outcomes reporting. The Foundation's work is benchmarked against national and regional indicators to ensure proper focus and sustainable results. This position will also offer cross-functional assistance to other teammates within the department and Foundation to advance the Community Foundation's priorities. This is a full-time, exempt position.

PRIMARY DUTIES AND RESPONSIBILITIES:

Research and Data Analytics

- Lead the department's efforts in all research and data analytics projects. Find and understand correct data sources for given analysis. Identify methods of data visualization and presentation principles to communicate research and data analysis findings with Foundation staff, board, donors, and other stakeholders.
- Serve as the central point of all department research for ongoing initiatives (e.g., impact dashboards, aggregate data sets). Disaggregate data sets to reflect demographic areas including, but not limited to, race, ethnicity, age, place, and socioeconomic status.
- Utilize research and data to deepen the department's knowledge and understanding of high impact issues and solutions (e.g.: early childhood education, affordable housing, workforce development). Research peer community foundation processes/outcomes and evidence-based best practices.
- Layer and analyze data to provide greater insight at intersections of focus areas; for example, use of Geographic Information System Mapping (GIS) layered with educational outcomes.
- Develop reports that analyze return on investment (ROI) of grantmaking, convening, and leadership activities.

- Participate in grants budget preparation, monitoring, and analysis vs. strategic goals.
- Review and analyze grant outcomes reports, with a focus on interpretation of measurable indicators. Communicate the results of this analysis with Foundation staff, board, donors, and other stakeholders.
- Initiate appropriate research and deliver it in response to staff, donor, and board requests. Produce timely, reliable, and accurate research results in various formats and visualizations (e.g., written reports, PowerPoint presentations, etc.).
- Provide information and analysis for the purposes of program development, policy advocacy, and strategic leadership.

Other Duties

- Involvement in special projects as needed (e.g.: foundation wide projects, regional data initiatives, grant review and processing, board and committee meeting preparation, etc.).
- Assist nonprofit partners with technical assistance related to data capture and management.
- Other duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree or equivalent experience preferred.
- A minimum of three years' experience working with research, data analytics, and reporting.
- Previous experience in the nonprofit sector is preferable.
- A commitment to advancing racial equity and inclusion in your work and at the Foundation.
- Strong analytical skills to include the ability to independently perform research, capture and manipulate data, and make presentations in a manner that support Foundation goals. Willingness to ask questions and challenge data accuracy and assumptions.
- Strong computer skills in web-based platforms, database management, and Microsoft Office. Experience with Foundant preferred. Proven ability to assist others with the use of technology and databases.
- Excellent communication skills, both written and verbal, and attention to detail.
- Strong interpersonal skills. Able to interact appropriately with nonprofit staff, board members, volunteers, and donors from diverse backgrounds.
- Demonstrated success in working with a team, including the ability to lead and support projects, communicate trends and opportunities, and a collegial spirit in sharing ideas and receiving feedback.
- Demonstrated ability to direct and manage several projects simultaneously.
- Demonstrated independent decision making, problem solving, and judgment.
- Demonstrated ability to meet deadlines and work independently toward the Foundation's goals.
- Ability to function effectively both within the Community Impact department, and across all other divisions, ensuring the effective and efficient operations of the Foundation.
- Ability to attend community events that may not be during normal workday hours.