

**Position:** Sr. Research Analyst/Coordinator  
**Supervised by:** Director, Homelessness Research Institute  
**Location:** Washington, DC  
**Classification:** Full-time, regular, exempt  
**Salary Range:** \$83,422-\$125,186

**The National Alliance to End Homelessness (Alliance)** is an influential national nonprofit devoted to finding and advancing solutions to homelessness. We are focused on making an impact and seek an enthusiastic new team member to join our **Homelessness Research Institute (HRI)**. HRI works to end homelessness by building intellectual capital around solutions to homelessness, advancing data and research so that policymakers, practitioners, and the public have the best information about trends in homelessness and emerging solutions, and engaging the media to promote the proliferation of factual data and information on homelessness.

#### **Who we are looking for:**

The Alliance is looking for a talented **Senior Research Analyst/Coordinator (Analyst)** to lead the implementation of an exciting new multi-year research agenda focused on identifying best practices that address key challenges confronting efforts to end homelessness – increases in unsheltered and older adult homelessness, a need to maximize the effectiveness of permanent supportive housing, and widespread frontline staffing issues leading to poor service delivery.

We seek someone committed to using social science research and data to find solutions to homelessness. Ideal candidates should be ready to partner with researchers at academic institutions, think tanks, and consulting firms to carry out our ambitious research agenda. A successful Analyst will value innovation and creativity, centering racial equity, and close collaboration with team members and people with lived experience of homelessness. They should also be self-motivated and able to work independently.

#### **What you will do:**

As a member of the HRI team, the Analyst will be responsible for managing multiple research projects and conducting research and analysis in support of those projects.

Tasks will include but are not limited to:

- Work with the HRI team and the Alliance’s Research Council to develop Requests for Proposals (RFPs) for specific projects supporting the research agenda.
- Coordinate the internal review of RFPs and the selection of researchers for projects.
- Serve as primary liaison between external researchers and the Alliance, working closely with researchers to develop and execute project plans.
- Coordinate, manage, and contribute to internal projects that support the research agenda.
- Conduct literature reviews and monitor emerging research related to the research agenda.
- Research best practices and model programs in support of specific projects.
- When appropriate, conduct qualitative research (e.g., focus groups and interviews) to support specific projects.
- Develop policy recommendations based on research and input from stakeholders.
- Author or co-author reports, policy briefs, articles, blog posts, and other materials based on research findings.
- Work closely and collaboratively with **other Alliance staff members**.
  - To the extent relevant *fulfill funder requirements* and monitor grant deliverables.
  - Participate in planning and implementation of Alliance *conferences*.
  - Contribute *written materials* to the Alliance Online News, website, and social media outlets.
  - Assist in content planning and implementation of Alliance *events, webinars, and other convenings*.

- Other duties as determined by the HRI Director.

**What a successful candidate will need:**

- Demonstrated research experience that may include
  - 1) conducting original research within a professional role at a university, think tank, or other research institution;
  - 2) conducting literature reviews and analyzing data for the purposes of developing policy; investigating best practices and model programs for serving low-income people or solving social problems, and/or
  - 3) managing the development of research projects impacting public policies.
- Direct project management experience.
- Demonstrated experience with understanding and applying principles of equity (race, ethnicity, sexual orientation, and gender identity) to research or policy projects.
- Demonstrated interest in homelessness, poverty, or other marginalized or vulnerable populations (e.g., LGBTQ, people with disabilities, older adults).
- Experience collaborating with varied types of partners such as academics, government program leaders, policymakers, advocates, data experts, and people with lived experience of poverty or homelessness.
- Experience with writing materials for publication, including studies, policy reports, briefs, articles, and/or blog posts.
- Experience with manipulating, analyzing (in Excel or other software), and presenting data.
- A strong interest in data visualization and effectively communicating data in engaging ways.
- Excellent analytical skills, including an ability to initiate and contribute to team projects.
- Ability to be detail-oriented and maintain high standards of accuracy.
- Willingness to develop new skills

**Minimum Qualifications**

- M.A. or B.A. with additional years of research/data experience.
- Minimum of 7-plus years prior work experience in research-related roles.

**Additional Qualifications**

Other skills and experiences that are valuable but not required include:

- Demonstrated knowledge of homeless programs, systems and/or policy, or affordable housing. Knowledge may include lived expertise of homelessness assistance systems.
- Analyzing large data sets using statistical software (e.g., R, SAS).
- Using software and online services to visualize data, such as Tableau, GIS (ArcView, MapInfo), Google Maps/Visualizer, or Canva (for designing infographics).
- Designing, conducting, and analyzing surveys.
- Designing experimental research to evaluate best practices or programs reaching low-income people.
- Conducting interviews, focus groups, and other forms of qualitative research.
- Any other data analysis or research skills that can be used to help solve social problems.

**What we can offer you:**

The Alliance is a strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer a supportive work environment in which staff has both the responsibility and opportunity to pursue and achieve solutions to a national social problem. In addition to an environment in which every staff member is valued and has the opportunity to contribute, the Alliance offers the following benefits.

- Hybrid work environment. *Currently three days of telework and two eight-hour days in the office each week. As the Alliance's hybrid work schedule evolves, candidates should anticipate that the schedule may change.*
- Competitive salary

- Employer-supported health, dental, vision, life, and disability insurance.
- 403(b) retirement plan
- Paid vacation, personal, and sick leave and a generous holiday schedule.

**How to Apply:**

Email resume, cover letter to [jobs@naeh.org](mailto:jobs@naeh.org). Use Senior Research Analyst in subject line of email.

*The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.*