

THE DATA CENTER

Independent Analysis for Informed Decisions in Southeast Louisiana

Subject Matter Expert in Regional Economics

The Data Center is the most trusted resource for data about greater New Orleans and Southeast Louisiana. Founded in 1997, we provide fully independent research and analysis to provide a comprehensive look at issues that matter most to our region. Our work provides a tool box of fact-driven, well-researched data that moves beyond anecdotal experiences to uncover root causes for our region's challenges. With a mission of democratizing data, The Data Center has been an objective partner in bringing reliable, thoroughly researched data to conversations about building a more prosperous, inclusive, and sustainable region.

JOB SUMMARY

The key function of the Subject Matter Expert in Regional Economics, hereafter referred to as Economist, is to develop accurate, appropriate, and timely content for quantitative research projects and to communicate such research to stakeholders and decisionmakers. The position requires complex data analysis to surface compelling findings which drive written publications. The Economist collaborates with the Executive Director and Chief Demographer to conceive, design, develop, and execute major research projects focusing on economic concepts related to demographics, workforce development, water management, coastal restoration, resilience, and inclusive growth to inform decisionmaking. The Data Center will continue to focus broadly on the four dimensions of prosperity: economic growth, inclusive growth, quality of life, and sustainable growth. A well-qualified candidate should have the ability to articulate an understanding of the complex culture and history that impacts these dimensions of prosperity in New Orleans and Southeast Louisiana. The Economist is considered one of the subject matter leads for the Research Team.

JOB QUALIFICATIONS

1. Master's degree in economics, public policy, or other related discipline; PhD preferred
2. At least 5 years of research experience, leading to first-author publications in a related research field required
3. Work experience or practical knowledge in fields of economic development, workforce development, or urban affairs preferred
4. Must have sound general knowledge of relevant federal and state policies and programs
5. The position requires experience in relationship development and includes work in close collaboration with outside scholars, stakeholders and key decisionmakers

6. Demonstrated competencies in analyzing tabular data, applying basic statistical methods, and processing data using Excel or other statistical analysis software as required
7. Management related experience is not required but may be valuable for project management and execution, including short and long-term planning and evaluation, ability to juggle projects and prioritize efforts to meet deadlines, accommodate the needs of the larger team, and ability to work in a fast-paced environment
8. Strong writing and communications skills required
9. Willingness to take direction and work closely with a diverse group of co-workers and contractors to create, edit, and produce/publish varied types of documents, reports, and analyses
10. Willingness to adapt to changing project requirements and deadlines. Must be willing to demonstrate both tenacity and composure in the face of new information or unexpected obstacles
11. Willingness to be flexible, creative, and ethical in solving unique problems
12. Experience working as a productive part of a diverse team
13. Must exhibit a passion for The Data Center's mission and values
14. Must reside in the greater New Orleans area or Southeast Louisiana and be available to attend frequent in-person meetings
15. Must be committed to data-driven decisionmaking and understand how inclusive prosperity drives a demographically diverse economy
16. Highly motivated, creative individual with unimpeachable integrity and personal ethics
17. No outside business interests that may conflict with the organization's goals and objectives or position as an unbiased source of analysis are allowed

ESSENTIAL JOB FUNCTIONS

The list below describes the essential functions of the job but should not be considered the complete list of job duties. Other duties may arise as needed.

Research and Analysis

- Collaboratively design and implement rigorous applied research projects
- Maintain expertise in key content areas
- Know what the issues and information points are
- Anticipate the need for analysis and information
- Identify and analyze key economic, demographic, market, and development trends as well as the factors that shape such trends
- Keeps informed of research issues of interest by monitoring business and legislative news in newspapers and reports of legislative sessions and other governmental agencies



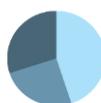
- Research concepts and formulate research questions based on peer-reviewed literature, with a special focus on economic and workforce development
- Identify empirical trends and implications on specific topics, to be incorporated into published materials
- Document limitations of data sets and data analyses to ensure a high level of transparency
- Provide non-biased, accurate data analysis, critical thinking, and policy recommendations for reports

Author Reports and Presentation of Analysis

- Author or co-author research reports
- Establish and seek input from audience, checking that language is clear and written in a broadly accessible way
- Collaboratively write reports containing descriptive, analytical content for public audiences
- Explain complex ideas at a level appropriate to the audience using ideas/terminology to ensure understanding
- Help edit and review research papers to be published and guide research papers through an external review process
- Must understand how to disseminate research and solicit community feedback via in-person presentations and face-to-face meetings
- Should have experience in developing and delivering high-impact presentations
- Communicate rigorous research effectively to target decision maker audiences
- Identify the need to reach out to stakeholders to vet findings
- Use audio and visual aids to enhance the audience's understanding of content
- Listen and respond to questions and objections
- Involve the audience by soliciting questions and input

External Collaboration & Partnership

- Develop and maintain relationships with a diverse cross-section of civic organizations, business leaders, elected leaders and government agencies that have an interest in demographic and economic trends
- Serve as liaison to outside academics and practitioners who are advisors or partners in projects; work with outside authors, scholars, decision makers, constituency groups regularly
- Seek input from customers at key project, product, or decision points
- Seek first to understand; then to be understood: seek information to understand customers' needs and develop appropriate solutions
- Examine decisions from the perspective of the audience before acting



- Develop strong relationships based on dependability and trust
- Work to help construct, strengthen, expand, and engage networks of stakeholders in support of The Data Center's work
- Meet with and brief local and national stakeholders on Data Center projects
- Represent The Data Center at outside meetings or conferences
- Serve as a resource to broadcast media, organizations, and community leaders on key economic, demographic, and market trends tied to Data Center research and publications

Research Project Management

- Monitor, manage, and communicate frequently the process and progress of projects
- Oversees the work of research associates or outside partners on selected projects
- Meet with staff to brainstorm project ideas and plan their execution
- Take direction willingly, working closely with co-workers and contractors
- Monitor, manage, and communicate frequently the process and progress of projects
- Share information with team members
- Listen to and contribute to ideas and solutions
- Provide instruction, positive models, and opportunities for observation to mentor others developing skills
- Encourage questions and check for understanding
- Explain how and why a certain conclusion was reached
- Maintain an organized archive of research project files, including documentation of research processes and sources

General Program Administration

- Helps develop research concepts and crafts proposals seeking funding for research projects
- Provide general research assistance on various short-term research projects
- Works with the Data Center team to respond quickly and accurately to requests for data analyses from clients/ funders
- Provides input in short- and long-term strategic and operational planning and positioning of the organization
- Assists in answering questions that are submitted via the web site from non-profits, researchers, government officials, the general public, etc.
- Drafts interim and final reports to funders, including working with team members to collect required statistics, guiding drafts through an internal editing process, and ensuring compliance with funder requirements



- Works to communicate the findings of projects in multiple media, and through multiple channels, including broadcast media, TV, radio, and newspaper
- Helps draft e-newsletters and news releases announcing the release of new reports
- Creates presentations for research projects
- Develops web site content for new reports
- Helps plan logistics for roundtable discussions and other events associated with research reports
- Represent and support The Data Center's brand

COMPENSATION AND APPLICATION PROCESS

Salary will be commensurate with the candidate's qualifications and experience. Starting date is negotiable; however, filling the position by June 2018 is preferred. Applicants should email the following to info@datacenterresearch.org:

1. A full resume complete with a list of publications and a writing sample
2. Names and contact information for three professional references
3. A cover letter describing research interests, career goals and appeal in working for The Data Center

Please use "Economist" as the subject line for your emailed submission. Deadline to submit application materials is April 27, 2018. Only applicants meeting minimum qualifications for the position will be considered. No phone calls please.

Nonprofit Knowledge Works, Inc. is an equal opportunity employer.

