# Research Analyst

## David and Lucile Packard Foundation | Los Altos, California

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## Background

The David and Lucile Packard Foundation is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world’s leading technology companies. Their approach to business and community participation has guided our philanthropy for 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. The Foundation makes grants at the local, state, national, and international level.

The Foundation works on the issues their founders cared about most, which are

* Improving the lives of children
* Enabling the creative pursuit of science
* Advancing reproductive health
* Conserving and restoring the earth’s natural systems
* Supporting and strengthening an array of local nonprofit organizations

For 2014, the Foundation expects to make grantmaking awards of approximately $300M. A staff of 110 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big. More information about the Foundation can be found at [www.packard.org](http://www.packard.org/).

## Job Summary

The Research Analyst is a newly created two-year position to provide research, analysis, and grantmaking support to cross-program initiatives, including a new strategic exploration around food and agriculture, as well as to Organizational Effectiveness and Philanthropy as a whole.

This is an opportunity to both contribute to and learn about a broad array of issues in philanthropy, organizational effectiveness, and conservation, and to work closely with senior leadership at the Packard Foundation.

**Organizational Effectiveness and Philanthropy (OEP) Grantmaking**

We are seeking a research analyst to support and enhance the work of our team. OEP is a multifaceted grantmaking area at the Foundation that focuses its work in four areas:

* *The Organizational Effectiveness fund (OE).*This fund is rooted in the belief that organizations are more effective when they are equipped with the fundamentals of thoughtful strategy, strong leadership, and sound operations. We partner with grantees, helping them strengthen these fundamentals so they can focus on achieving their missions. We make grants to key grantees of the Foundation to build their core strengths in areas like strategic and business planning, financial management, board and executive leadership, and communications capacity.
* *The Philanthropy Fund.*We make grants to strengthen the field of philanthropy and further philanthropic effectiveness.
* *President’s Fund/Special Opportunities.*We administer discretionary grantmaking on behalf of the Foundation President and Board of Trustees.
* *Special Projects.*From time to time, OEP conducts research and incubates special cross-cutting projects to support the broader work of the Packard Foundation.

Across these four areas, the OEP team administers grants in excess of $20 million annually. The team is comprised of seven people.

## Responsibilities

We are looking for a research analyst who enjoys a variety of work, has great judgment skills, and has the desire to contribute to the work of the Packard Foundation and its grantees. This position reports to the Director of Organizational Effectiveness Grantmaking. The research analyst will:

* Provide research, analysis, and grantmaking support to cross-program initiatives, including a new strategic exploration around food and agriculture, issues affecting the philanthropic sector, climate and energy innovation, and other special projects as assigned. Projects would include both quantitative and qualitative research such as data analysis, data visualization, literature review, interviewing, and active monitoring of social media.
* Engage with, monitor, analyze, and prepare reports and presentations on nonprofit organizational effectiveness-related issues for internal and external audiences, including attending meetings and reaching out to key organizations and individuals. Help the OEP team stay current on emerging trends in its fields.
* Under the direction of the OEP Director, manage evaluation and learning activities for OEP, including refining evaluation and learning strategies, overseeing program dashboards, supervising data collection and integrity, and deepening knowledge about the program and continuously improving its work through preparation of Board presentations and program reviews.

Under the direction of the OEP Director and program officers, work closely with grantees to make a limited number of high-quality organizational development grants that further their missions and build their capacity to meet programmatic goals. Build and maintain clear, respectful, open, and productive communication with grantees. 

## Qualifications

Successful candidates will be expected to bring the following professional qualifications:

* A work background that reflects the core values and the program goals of the Foundation with genuine interest in organizational development and philanthropy. Interest in food and agriculture a definite plus
* Minimum of three to five years of work experience in organizational development, public policy, conservation and science, or a related field. Advanced degree in a related field is preferred
* Demonstrated ability to perform both quantitative and qualitative research and analysis
* Demonstrated ability to create written materials such as reports and presentations including charts, timelines, and comparisons in formats that best communicate with key internal (and some external) stakeholders
* Ability to critically assess opportunities and constraints, sometimes with limited information, and write and convey key points or recommend strategic decision-making options based on multiple data sources
* Proven project management skills, from administrative and operational responsibility to taking  elements of projects to successful completion
* Demonstrated ability to set up, coordinate, and facilitate meetings
* A clear and compelling writing style with proofreading, copy editing skills, and attention to detail
* Ability to be flexible and travel as needed (up to 10 percent), sometimes over weekends
* Intermediate skills with Microsoft Word, Excel, PowerPoint, and Outlook and the ability to learn other databases

Successful candidates will also bring the following personal attributes to the position:

* Self-starter with the ability to sustain and move work forward with minimal direction and achieve goals under tight deadlines that satisfy multiple constituent priorities
* A diplomatic approach to work and communication and an ability to easily establish credibility among a wide variety of stakeholders (non-governmental, academic, and policy communities) to create connections
* Flexibility to take direction and to lead as needed
* Ability to provide and accept constructive feedback
* Ability to anticipate, prioritize, and adjust as work and situations develop
* Ability to work well with staff and outside consultants.
* Excellent interpersonal skills and ability to establish effective working relationships with sensitivity and respect for diversity. Demonstrated ability to communicate across cultures
* Commitment to continuous improvement and strong desire to contribute to the broader Foundation, cross-program, and Foundation-wide learning

## Compensation

The Foundation offers an excellent benefits package and a salary that is commensurate with work experience. This is a two-year, full-time, and exempt position located in Los Altos, CA.The position has the possibility for extension of up to one additional year.

## Requirements/Other

**Physical Requirements**

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also have the ability to sit at a desk for 2-3 hours at a time, lift and move documents and supplies not to exceed 25 lbs., and bend to file and retrieve documents.

## How to Apply

Please send an email referring to job number 14-07-3930 in the subject line along with a resume and one-page cover letter explaining your interest and how your skills and work experience fit the position to [jobs@packard.org](mailto:jobs@packard.org).