

Sherry*Consulting

Part-Time Research Associate

April 2024

About Sherry Consulting

Based in Silicon Valley, Sherry Consulting is a boutique philanthropy advisory practice. We work with family foundations, individual donors, and other institutions to provide the individualized resources needed to launch high-impact strategies. Each year, we partner with a select group of foundations and help them identify and/or refine their areas of giving. Our projects are quite diverse. Recent engagements have included developing strategies to improve economic mobility in the United States and internationally; designing wildlife conservation programs; analyzing trends in climate change funding; and supporting reproductive rights efforts. Christine Sherry founded the practice in 2008 and continues to lead it as its Principal, working with Research Associates bringing a wide range of talents. For more details, please visit our website: www.sherryconsulting.com.

Primary Duties and Responsibilities

We are seeking a part-time Research Associate to support various client projects. The core work involves:

- Research and writing on a variety of topics related to philanthropy
- Analyzing quantitative data and creating charts and graphs
- Preparing basic financial scenarios
- Designing slide decks
- Drafting survey questions

The Research Associate will also be a thought partner to the Principal and will be responsible for maintaining the Sherry Consulting website.

Qualifications

The ideal candidate is collegial and flexible and has:

- An interest in and demonstrated relevant experience in philanthropy, as well as an interest in working across diverse issue areas.
- Excellent demonstrated research, writing, communication, and time management skills.
- The ability to work independently and efficiently.
- The ability to use discretion and maintain confidentiality.
- Proficiency in Microsoft Excel and PowerPoint or similar data analysis and presentation products.
- An aptitude to learn and use new technologies (e.g., Squarespace).

Schedule, Compensation, and Location

- The schedule for this part-time position is flexible. We anticipate an average of up to 10 hours per week; however, the workload may vary month-to-month. The schedule is negotiable.
- This is an independent contractor position. Compensation is hourly and negotiable based on relevant experience.
- The Research Associate will work remotely; however, the ability to periodically meet in-person in the Bay Area is a plus.

How to Apply

Please email Christine (christine@sherryconsulting.com) your resume; a one-page cover letter speaking to your interest, relevant experience, and availability; and three short writing samples (no more than five pages each). Christine will interview top candidates. At the final stages of recruitment, she will request professional references.