



Job Title:	Innovia Foundation Research and Community Impact Fellow	Reports to:	Director of Research and Community Impact
Department/Division:	Research/Community Impact	Direct Reports:	None
Status:	Non-Exempt	Date:	February 1, 2023

Organization Mission, Vision and Values:

Mission: To ignite generosity that transforms lives and communities.

Vision: Vibrant and sustainable communities where every person has the opportunity to thrive.

Values: Innovative, Inclusive and Collaborative

Position Summary:

The Research and Community Impact Fellow will work with Innovia Foundation staff to implement data-driven decision making that supports the program strategies of the Foundation and LaunchNW. The position will include opportunities to apply research practices and reliable data to assess community needs and improve program performance.

The ideal candidate will be academically strong, creative and independent with a demonstrated commitment to racial equity.

Fellow Learning Opportunities:

Research & Community Impact

- Assist the LaunchNW team in pursuing evidence-based solutions for advancing educational opportunities and community vitality
- Work collaboratively on projects to identify community needs and supports
- Engage with the research process, including identification of issues, development of research strategies, and data analysis and dissemination

Community Engagement

- Assist Innovia's community partners in their efforts toward evidence-based practices
- Work collaboratively with Innovia's gift planning and grants teams

Position Qualifications:

- Junior-level standing or above
- Excellent written, oral and interpersonal communication skills
- Ability to work collaboratively with a wide range of community groups and research organizations and professionally represent Innovia Foundation
- Solid mathematical ability, analytical thinking, project management and research skills
- Experience with qualitative and quantitative analysis, database and data system development, and data analysis (successful coursework permitted)
- Experience preparing reports, presentations, and other print and electronic products using narratives, tables, graphs and maps that make complex topics, data and analysis understandable to a variety of audiences

Desirable Qualifications (not required):

- Willingness to learn or exposure to
 - Statistical packages (SAS, SPSS, Stata, R), mapping software, and database programming languages (SQL)
 - Development and administration of online surveys
 - Dashboard development experience (Tableau, Power BI)
- Knowledge of evaluation design and research methods

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time
 - Walk
 - Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard
 - Clearly see 20+ feet, with or without corrective lenses, and differentiate between colors
 - Occasionally stand, stoop, bend, kneel, crouch, reach and twist
 - Climb stairs
 - Lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities:

Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.

Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.

Interpersonal Skills: ability to develop and maintain positive working relationships and teamwork both inside and outside the organization while effectively handling internal pressure.

Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.

Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.

Quality Management: ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work

Reasoning Ability: ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

Hours and Compensation:

The fellowship will begin no later than June 1 with flexible hours at 30-40 hours per week in the summertime.

There will be opportunities to continue the fellowship in the next academic year.

Compensation is \$16 per hour with a monthly parking stipend provided.

To Apply:

Applications are due March 20, 2023 and application review begins March 13, 2023.

Please provide a resume with cover letter and three references to the email below.

Position remains open until filled.

Matt Bumpus, Director of Research and Community Impact
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