Seeking Full-Time Research Analyst

Location: Remote  
Hours: Full Time  
Level: Entry to Mid-level  
Compensation: Commensurate with experience. See below for more details.

Description:
Croatan Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy.

Our work at the nexus of finance, social equity and ecological resilience addresses the following cross-cutting themes:

- Accountability
- Business & Human Rights
- Climate Solutions
- Equity & Inclusion
- farming & Forestry
- Food Systems
- Frameworks & Data Analytics
- Resilient Communities

Since the Institute’s launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient economic development. Based in the research triangle region of North Carolina, with an extended team of affiliates in the Northeast, the Midwest, the South, and Geneva, Switzerland, the Institute is an early stage, entrepreneurial nonprofit working at the critical nexus where finance, sustainability, and economic development intersect.

The candidates will be expected to work remotely but, if desired, could enjoy future opportunities for in-office hours at our workspace in dynamic downtown Durham, NC, or in other areas where we have affiliates.

The Institute is seeking a diligent, flexible, and highly motivated individual to support ongoing research and projects within our REEFS program. This position will report directly to the director of Racial Equity Economics Finance Sustainability (REEFS) and support the program’s three research pillars of (1) enhancing investor decisions, (2) explaining the BIPOC pipeline within finance, and (3) achieving financial health among communities of color.

Responsibilities

Project Management

- Collaborate with senior staff to set and manage timelines for projects and keep projects on track to meet deadlines.
- Communicate proactively and effectively with other team members to drive projects forward.
- Implement project management by tracking project workflow and managing project contacts and project-specific working groups.
• Ensure accurate documentation of progress and budgets for projects Supporting REEFS fundraising and business development.
• Attending stakeholder & workshop meetings and managing follow-up activities and priorities.
• Shaping and participating in stakeholder workshops, multi-day conferences, and other smaller-convenings.

Research

• Work with senior staff to analyze and interpret data on racial equity investing and other sustainable, responsible, and impact investing trends.
• Work with senior team to conduct qualitative and quantitative research, through a combination of publicly available sources, surveying, and phone interviews, on money managers and institutional investors that incorporate environmental, social, and governance (ESG) criteria into investment analysis, decision-making, and advocacy.
• Assist with the development, implementation, planning, promotion, and logistical support of an initiative providing BIPOC students with access to sustainable and impact investing internships.
• Assist with the development, population, and maintenance of customized databases relevant to impact investment and ESG investing.
• Provide writing and research support to projects focused on ESG investing themes, such as climate solutions and clean energy, sustainable food and agriculture systems, gender lens investing, diversity and inclusion, business and human rights, community development finance, place-based investing, and the impact of investor engagement.

Communications:

• Assist with online webinar and in-person event logistics.
• Create content for the website, newsletters, and social media communications.
• Regularly communicate with network and project partners.
• Contribute to and edit Institute reports and publications.

Qualifications and Expectations

• Bachelor’s degree, discipline of study could include, but is not limited to: Black or other ethnic studies, social sciences, environmental sciences, finance, economics, or business.
• Strong interest in racial equity issues across finance, economics, and environmental issues.
• Background experience in environmental sustainability and social equity, and a strong interest in the Institute’s mission.
• The successful applicant will have some research experience, preferably at a think tank or similar research organization, an understanding of research methods, and the ability to maintain various datasets.
• Familiarity with ArcGIS and statistical analysis tools is not required, but a willingness to learn is essential.
• Familiarity with sustainable finance and impact investing is desirable, but not required.
• Exceptionally strong research, writing, communication, and organizational skills.
• Strong analytical and quantitative skills, with a scrupulous attention to detail when handling complex datasets.
• Ability to work both independently and collaboratively with a team across multiple projects and time zones.
• Proficiency with Microsoft Office Suite and Google G Suite, and comfort using other applications as needed, such as Microsoft Teams, Zoom, Asana and CRM tools.
• A commitment to maintaining the security and confidentiality of highly sensitive data and information.
• Flexible and cooperative work ethic in a collegial, participatory nonprofit culture.

Compensation

Analyst 2 Salary: $35,000 (Bachelor's degree, 1-3 years of relevant work experience)

Analyst 3 Salary: $37,800 (Bachelor's degree, 2-5 years of relevant work experience)

Compensation will be commensurate with education and experience. To ensure pay equity, all salaries are set according to the expectations of the role and take into account geographic cost of living differences. In other words, the starting pay for this job is equal to others at the same level throughout the organization, and we do not negotiate on salary.

In addition to the salary, Croatan Institute offers a competitive benefits package, including opportunities to join our group medical, dental and vision insurance and paid time off (12 holidays and 15 personal days) for full time equivalent employees, and employer contributions to either medical insurance or a health stipend, plus a 2% employer contribution to a retirement plan for all employees which is immediately vested.

Croatan Institute is committed to promoting diversity within its team while employing the best-qualified person for each job. We are an equal opportunity employer that strongly encourages candidates from diverse backgrounds to apply, and our team leverages its professional networks to increase the diversity of applicant pools. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

How to apply

Candidates should complete this form and upload a resume, list of three references, and relevant writing sample(s) of no more than 3 pages to this form.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please.

Target start: July 2022.

For more information about Croatan Institute, please visit www.croataninstitute.org.