



JOB DESCRIPTION

Job Title: Economic Development Policy Contractor **Supervisor:** Director, Economic Development Policy
Location: Remote **Revised:** April 2024

To Apply: Please send a resume and cover letter to HR@carolinasmallbusiness.org

Who we are: Carolina Small Business Development Fund (CSBDF) is a nonprofit and certified community development financial institution (CDFI). We are passionate and committed to providing support to small businesses across the state of North Carolina. Our Mission is to foster economic development in underserved communities by providing capital, business services, and policy research to support small businesses. CSBDF provides assistance to small businesses in four major ways: as a partner, as a trusted guide, as an advocate, and as an accessible funding source. Our work supports our vision to create economic opportunity for all people. Learn more about CSBDF at <https://www.carolinasmallbusiness.org/>.

Culture and values: Everything we do is driven by our core organizational values of embracing diversity, acting with integrity, promoting organizational efficiency, building institutional trust, and holding ourselves to a higher standard of accountability. These values are reflected in the fact that research staff retain complete editorial independence in all policy and program evaluation work. In doing so, CSBDF seeks to ensure all evaluation and research reports are free from institutional pressures or partisan leanings. The independence of CSBDF's research staff is safeguarded by an advisory Policy & Research Committee composed of leading university faculty and development research practitioners.

Nature of Work: The Economic Development Policy Contractor assists the Director of Economic Development Policy and the Research & Evaluation Manager with research projects, surveys, program evaluation, and applying for an/d reporting on funding opportunities. The position works to elevate CSBDF as a thought leader on topics including local and regional economies, the impact finance industry; community and economic development; social justice; diversity, equity, and inclusion (DEI); and data collection, data measurement, evaluation, and outcome and impact reporting in the CDFI industry.

Supervision: Director of Economic Development Policy.

Essential Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all contractors. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Research Projects:

- Conduct interviews, focus groups, and surveys.
- Collect, enter, maintain, organize, and clean qualitative and quantitative data.

- Analyze qualitative and quantitative data using Microsoft Office Suite and data analysis programs (e.g., MAXQDA, NVIVO, STATA). 2
- Review and summarize relevant scholarly and practitioner literatures.
- Write and edit literature reviews and other material, incorporating feedback from the Director of Economic Development Policy and the Research & Evaluation Manager.
- Create briefs, website and social media posts, and other condensed versions of reports.
- Support the Director of Economic Development Policy in sharing research findings with stakeholder groups via in-person and virtual events.

Surveys

- Create survey questions based on project requirements.
- Create survey instruments in survey software applications (e.g., FormAssembly)
- Edit surveys.
- Market and distribute surveys to target audiences.
- Collect, enter, maintain, organize, and clean survey finding data.
- Write literature reviews and other material, incorporating feedback from the Director of Economic Development Policy and the Research & Evaluation Manager.
- Support the Director of Economic Development Policy and the Research & Evaluation Manager in creating survey reports, including data summaries, analyses, and visualizations.
- Disseminate survey reports to stakeholder groups.

Program Evaluation

- Identify objectives for data collection.
- Determine required data points for inputs, outputs, outcomes, and impacts and approaches for measuring them.
- Create a plan for collecting data.
- Work with colleagues to implement data collection and information sharing systems and construct evaluation designs.
- Collect, enter, maintain, organize, clean, summarize, and analyze evaluation data.
- Write material for evaluation reports, incorporating feedback from the Director of Economic Development Policy and the Research & Evaluation Manager.
- Support the Director of Economic Development Policy and the Research & Evaluation Manager in creating program evaluation reports, briefs, website posts, social media posts, and other condensed version of reports.
- Support the Director of Economic Development Policy in sharing research findings with stakeholder groups via in-person and virtual events.

Funding Opportunities

- Support the Director of Economic Development Policy and the Research & Evaluation Manager in conducting research, analyzing CSBDF stakeholder data, summarizing and analyzing research and data findings, and creating written content for funding opportunities and compliance reporting.
- Write funding opportunity and compliance reporting material, incorporating feedback from the Director of Economic Development Policy and the Research & Evaluation Manager.

Documentation

- Document Policy & Research research projects, surveys, program evaluations, and funding opportunities according to department standard operating procedures (i.e., in appropriate folders of Microsoft Teams).
- Document other organizational projects as requested based on required procedures.

- Attend meetings as needed.
- Assist in other related tasks as needed.

QualificationsEducation & Experience

- Master's degree in public administration, public policy, economics, sociology, urban planning, or a related field.
- 2 or more years of experience in social science research and program evaluation. Experience in these areas can be shown through both professional full-time work as well as documentation of directly related volunteer experiences, internships, and/or scholarly publications authored by the applicant.
- Any combination of education and experience that can be considered equivalent to the above requirements.

Knowledge

- Familiarity with principles of research and program evaluation
- Understanding of data collection techniques for surveys, semi-structured interviews, and focus groups.
- Knowledge of how to use basic statistical techniques (bivariate correlations, difference of means, linear regression) to analyze data.
- Fundamental awareness of how to balance impact data collection and measurement with staff capacity constraints.

Required Skills

- Intermediate skill level with Excel as demonstrated by using pivot tables and VLOOKUP commands.
- Beginner skill level with Qualtrics, or any similar online survey platform, which can be shown by utilizing it in previous work or research projects.
- Beginner skill level in data imports and conducting rudimentary analysis through Excel, R, Stata, SPSS, or any similar type of statistical package.
- Beginner skill level with Salesforce or other CRMs in terms of creating basic reports and dashboards is desired, but not required.
- Exceptional written and verbal communication skills, including the ability to simplify complex concepts in ways that can be understood by an array of stakeholder audiences.

Abilities

- Willingness to learn about research techniques and methodologies that may be unfamiliar. This may include completing (at the organization's expense) short online courses if needed.
- Being able to leverage research findings by forming recommendations that can be used to improve CSBDF's outputs, outcomes, and impacts.
- Firm commitment to CSBDF's values of non-partisan research and data analysis.
- Adept at working independently on projects when appropriate.
- Maintains and supports a shared collaborative team culture in person and virtually.
- Ability to meet reasonable deadlines and prioritize workflow within a changing fast paced work environment.