Background:

PCRG is a nonprofit membership organization of community development corporations (CDCs), community-based organizations (CBOs) and community service groups in Western Pennsylvania. We ensure that our region has one voice in organizing for equity in financial lending practices, land use and vacant property, transit, and infrastructure. PCRG utilizes its connections to 60+ members, business, government, and communities to drive positive change in social policies, services, and products affecting those who live in low- and moderate-income areas and communities of color. Action-focused policy development and implementation is fundamental to advancing our mission. Public education and awareness of issues impacting those we serve, and PCRG’s related initiatives programs and achievements are central to our success. Our blend of technical aptitude, paired with a heritage of effectively organizing diverse community-based organizations, has become a national model, and has netted long-lasting positive change throughout Southwestern PA and beyond.

Purpose and Authority

PCRG’s member priorities are to understand the greater socioeconomic ecosystem that we influence while informing and motivating like-minded stakeholders and policymakers which is fundamental to advancing our mission. That fundamental approach combined with capacity building programs are key to raising the preverbal boat. The Research Analyst will assist PCRG Policy Director in policy formulation by performing analysis, assessing best-practice and making recommendations for local implementations/adaptations in the fields of land use and blight mitigation, transportation equity, and financial services performance and empowerment. The candidate will evaluate yearly HMDA data and other public info to assess the performance of financial institutions in our market, current land use impacts as it relates to blight recycling, and effectiveness of investment in driving local modality, all the cornerstone of our work. PCRG today relies on our research to affect policy and investment into our neighborhoods. We apply the research to drive effective changes in the community development environment and the involvement of regional, national and global players. A creative and sophisticated approach to research and topic-targeted by our projects are integral parts of future community development and banking strategies in our region. Ultimately, PCRG’s research provides this sound basis and frames for the organization’s policy, advocacy, and practical implementation & organizing strategies. This position reports to the Policy Director.

Responsibilities

• Report regularly to Policy Director on project progress and research findings while interacting as part of PCRG policy committee;
• Creating a strategy and focus on research topics directly related to PCRG’s programmatic functions (people, land, banking finance and mobility) with a focus on equitable access & equity;
• Provide policy analysis of relevant state and federal legislation and their local impacts; clean, review and summarize program outputs
• Compile and produce research papers on relevant work areas of PCRG; manage outcome measures periodically and share accordingly with PCRG and local partners
• Continue to innovate existing research projects and creation of new avenues of research;
• Publication of demographic and mortgage/lending research with focus on low- and moderate-income and minority communities with a focus on who has access;
• Identifying, research and analyze trends, focusing on race and equity as it relates to lending, affordable housing, transportation equity, and land use strategies and blight impact;
• Being a technical resource for PCRG in its policy, programing, and engagement activities;
• Develop and maintain relationships with relevant stakeholders to advance PCRG’s research, and provide education opportunities to PCRG Members and Stakeholder, initiatives to include universities, key institutions, and partners;
• Working closely with local/regional, state, and national partner agencies;
• Representing PCRG at local/regional, state and national functions including conferences, legislative visits, and policy/advocacy convenings as necessary;
• Perform qualitative and quantitative research and consultation to generate evaluation studies and project progress reports
• Providing information to Executive Director, as spokesperson for the organization, to promote a positive image of PCRG and its research throughout the region;
• Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications:

PCRG seeks a proactive, entrepreneurial individual who appreciates the value of research to broaden and educate diverse audiences. Research Analyst must develop and identify opportunities for increased visibility and impact on behalf of the organization and its members while providing fact-based data which can help inform and educate PCRG membership and stakeholder. The ideal candidate will possess the following:

• Proficiency with Microsoft Office 365 with a focus on Word, Excel (advance skills), and Access and Teams required. Prior SPSS or other statistical software, ArcGIS, and PowerPoint strongly preferred.
• Ability to seek out data, harvest, clean and develop databases. Then review data, identify trends, and establish benchmarks and best practices;
• Conduct research, develop methodology and prepare written analysis, reports and recommendations is required
• Ability to develop large Excel & Access files, then develop macro and pivotable’s as well as perform complex math skills with a focus on attention to detail.
• Ability to review large data sets to establish and analyze trends with background in monitoring and evaluation (M&E) practices
• Ability to work effectively with different audiences including community groups, clients, financial institutions, foundations, non-profit organizations, staff, members, business leaders and media.
• Identify and implement new and existing research initiatives that further PCRG’s mission and effectiveness.
• Excellent oral, technical writing and interpersonal skills required.
• Able to work in a fast-paced environment on multiple projects simultaneously.
• Strong organizational and time management skills.
• Ability to travel outside the region approximately 10% of the time.

Education and Experience

Bachelor’s degree required with a preference for business, economics, and public policy or related major. Minimum 1-year experience in a research setting, reporting/analysis function or similar. Experience in Community Development or a related field a plus.

Benefits and Salary

PCRG offers a competitive salary based on education and experience, a generous benefits package including medical/dental/vision insurance, paid time off, disability and life insurance and 401(k) retirement plan after 90 days of service. Salary Range for this position is $35,000 - $45,000 annual salary.

“PCRG is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”