



position available

Analyst, Research & Evaluation
Updated: February 19, 2010
Apply to: jobs@broadfoundation.org

About The Broad Foundations

The Broad Foundations were established by entrepreneur and philanthropist Eli Broad to advance entrepreneurship for the public good in education, science and the arts. The Broad Foundations, which include The Eli and Edythe Broad Foundation and The Broad Art Foundation, have assets of \$2.1 billion. The Eli and Edythe Broad Foundation's education work is focused on dramatically improving urban K-12 public education through better governance, management, labor relations and competition.

For more information, please visit www.broadfoundation.org.

Job Summary

The primary role of the program analyst for the research & evaluation team is to support the team in collecting and analyzing data regarding the impact of grants that promote the foundation's education reform policies. Grant managers, Mr. Broad and the board of governors rely on the data collected to make investments decisions. The knowledge thus gathered also informs the field's understanding of the impact of different education reform policies. In addition, the R&E analyst will collect and analyze data in support of The Broad Prize (TBP), a \$2 million prize awarded by the foundation to the fastest improving high performing urban districts in the country.

The program analyst will report directly to the senior director of research & evaluation. Specific responsibilities include:

- Creation of The Broad Foundation's **end-of-year report**: this yearly report brings together data regarding the impact of grantee's activities during each year. The R&E analyst will manage the process of collecting the data and compiling the report. Specific tasks include:
 - Create relevant timelines and workflows and ensure that phases of the project are completed on a timely basis.
 - Create the list of the grants to be included in the report and the corresponding dashboards
 - Contact and counsel grantees on their data collection and reporting
 - Calculate relevant scores
 - Create and edit the document
 - Update methodology manual.
 - Upload the document onto Actuate
- Support the **analysis of student achievement data** to assess the impact of different grants:
 - Collect student achievement data from state websites and create Stata files in pre-set formats.
 - Collect state graduation data and incorporating it into Stata files
 - Produce school level and district level reports
 - Summarize the overall results of grantees that are accountable for multiple schools or districts.
- Support the execution of ad hoc projects undertaken by the R&E team each year. These may include for example, the development of return on investment (ROI) measures, the development of a qualitative research methodology for The Broad Academy, the analysis of data collected regarding pay for performance programs.
- Participate in the production of the materials provided to the review board and the selection jury for The Broad Prize. More specifically:
 - Collect and maintain state, district, or school-level data, such as demographic statistics, student achievement data, and Adequate Yearly Progress.
 - Review quantitative analysis and work-products for quality and accuracy.
 - Coordinate internal and external review and editing process for TBP work products.
 - Incorporate the conclusions of analyses into presentations and/or reports.
 - Participate in methodology discussions.

This position is based on Los Angeles, Calif.

Qualifications

This position requires a bachelor's degree (at a minimum) with a quantitative major (e.g., math, statistics, economics), and preferably one to two years of experience as an analyst. Additionally, the successful candidate will have exemplary skills in the following areas:

- Outstanding quantitative skills including a working knowledge of statistics and the ability to process large quantities of data with speed and precision. Knowledge of Stata or SAS a plus.
- Enjoys working with large quantities of data to glean new insights that can advance knowledge in the field. Ability to develop new methodologies/techniques to analyze the data.
- Strong attention to detail and the demonstrated ability to produce, high quality, error free documents and quantitative work-products
- Superb writing skills
- Willingness to do what it takes to get the job done, flexibility to handle ambiguity and ability to switch direction as needed
- Ability to simultaneously juggle multiple projects with tight deadlines
- Demonstrated ability to quickly master new software packages
- Demonstrated personal commitment to the cause of improving public education systems, together with determination to find creative ways to improve traditional education structures

Employment is contingent upon a satisfactory background & reference check which will include a full credit and criminal report as well as verifications of employment and educational records. You must be legally entitled to work in the United States for any employer.

Compensation

The appointees compensation package will be based on his/her experience and salary history. The foundation offers excellent benefits including a variety of health plans and a comprehensive 401k retirement savings plan.

Equal Opportunity Employer

The foundation does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

To Apply

Please send a letter of interest and resume to jobs@broadfoundation.org. Please list the position, "Analyst, Research & Evaluation" in the subject line. You will receive an acknowledgment upon receipt of your email. However, we will only contact candidates individually chosen for further consideration.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.