



Job Description

Job Title: Policy & Research Analyst **Department:** Foundation

Company: AAM ADHC The Rinks (AIM, HBRR)
 H&S Ventures H&S Air H&S Associates Samueli Foundation

FLSA Status: Exempt Non-Exempt

Reports to: Executive Director **Date Revised:** December 2, 2010

Summary:

The Analyst is responsible for researching and implementing, managing and developing the Foundation’s policy work as assigned by the Executive Director. Areas of work will likely include but not be limited to: the integrative and CAM medicine field, STEM education, Israeli and Jewish culture areas and health, nutrition and obesity work. Other areas will likely be assigned as well. The core of the work will be around researching best practices, analyzing data and developing position papers for the Executive Director and Foundation. S/he may also to be asked to participate in community gatherings or convenings and is responsible for publishing and otherwise broadly disseminating the results of the Foundation’s work.

The Analyst is responsible for developing and managing a significant body of information and skills related to emergent policy issues related.

The Analyst designs and develops large and complex research, program evaluation, technical assistance, and demonstration projects in a recognized area of expertise. The Analyst may also be responsible for seeking funding for initiatives. The Analyst prepares project reports, and disseminates project findings as directed.

Examples of Essential Duties/Responsibilities:

- A. Proposal/Project Development: The Analyst identifies and conceptualizes project topics and opportunities that advance the Foundation’s program and policy agenda; directs proposal development process for complex proposals; identifies and seeks funding sources for projects; writes proposals; and negotiates with funders and

collaborators on required revisions to proposals.

- B. **Project Research**: Engages in in-depth data analysis, develops research and policy questions, timelines and work plans, analytic/evaluation approach for projects, develops policy analysis, technical assistance, demonstration, and evaluation for projects.
- C. **Data Collection and Analysis**: Designs and oversees data collection and analysis strategies for research and policy analysis projects; assures integrity of analysis of interview and focus group data; analyzes and evaluates policy implications from findings; writes relevant findings.
- D. **Product Development**: Prepares and submits project interim and final reports; writes policy briefs, working papers, study findings, and other documents related to project activity; Develops and implements dissemination strategies for project products. Cultivates external relationships and markets publications to internal/external audiences.

Specific Qualifications/Abilities: The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Demonstrated experience in developing, conducting, and disseminating research and program development. This includes securing funding from state and national funding sources; completion of research and program development project, and successful report writing and publication.
2. Demonstrated understanding of national and state level systems, policy areas and trends, and financing.
3. Strong qualitative research skills, including research study design, program evaluation, and survey design.
4. Demonstrated ability to work with diverse groups participating in policy and research, including national, state, and local government officials.
5. Demonstrated ability to work with other staff members and associates to analyze funding opportunities, to promote Institute work and reputation, and to otherwise apply the skills and capacity of Institute staff and projects to current policy and program needs.

Qualifications: Four year college degree and 1-3 years of health, education, social science, or policy studies experience, or equal relevant experience in the health and human services field including project management, in academic, non-profit or government settings.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly	
Never occurs	Less than 1 hour per week	Up to 1/3 of the time.	From 1/3 to 2/3 of the time	2/3 or more of the time	
Physical Demand	Frequency Code: (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code: (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Making presentations <input type="checkbox"/> Observing work place <input checked="" type="checkbox"/> Communicating with co-workers	Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Supplies <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment	Climbing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladder <input type="checkbox"/> Step stool <input type="checkbox"/> Onto equipment <input type="checkbox"/> Roofs
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices/office equipment <input checked="" type="checkbox"/> Around work place	Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground <input type="checkbox"/> Making repairs
Driving (to other locations)	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C		Noise	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Events <input type="checkbox"/> Equipment <input type="checkbox"/> Other

These job responsibilities and skills are not intended to be a complete and inclusive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the discretion of the Company.

Application Procedure: Please send your resume and cover letter to jobs@samueli.org
 Make sure to include the position title on the email subject line: Policy Analyst