Research Analyst
Job Description

The Research Analyst role at CSI is to advance CSI's mission to examine the fiscal impacts of policies, and legislation by crafting reports that better inform Coloradans. This includes informative research, data collection, and report construction. This role reports to the Director of Policy and Research.

Essential Responsibilities:

- **Informative Research & Data Collection:** gathering background information and collecting data on the policy topics that the CSI Board of Directors and senior management team prioritize.
    - Summarize and communicate the important findings.
    - Locate effective sources.
    - Use integrative data series such as, BEA, BLS, FRED, LMI Gateway, and IPUMS.
    - Amalgamate findings into excel (generate usable databases that properly reflect the data that has been collected).
    - Manipulate and interpret the data for the sake of generating information for the reports.

- **Report Construction:** writing and summarizing the data collected and translating it into a reader-friendly format for our audiences.
    - Generate key findings based off research.
    - Translate release findings into social media posts, podcasts, presentations, and press-releases.
    - Collaborate with the Director of Policy and Research and other Research Analysts to curate findings and bits of information that are incorporated.

- **Report Engagement:**
    - Oversee report release process by communicating with the CSI team.
    - Help to sustain the shelf-lives of CSI research by staying up to date on new data and how CSI can re-interpret ideas.
    - Be informed about the topics that CSI is researching including sharing articles, bill tracking, google alerts on topics, and title board tracking.

- **Administrative Support:**
    - Maintain updates in Airtable, Constant Contact, Sharepoint, Donor Perfect, and other software tools.
    - Support webinars, events, and fundraising efforts as needed.
    - Help in preparation for board meetings and membership meetings as needed.