

Catalytic Research Associate

Job Description

Who We Are

Founded in 2022, the Partners In Democracy Group (PID) is a pair of nonpartisan nonprofit organizations (a 501c4 and a 501c3) committed to building a healthier democracy that delivers for everyday people.

At PID, we are building a cross-ideological, multiracial, and cross-sector movement to 1) renovate our political institutions and civic infrastructure so people have the tools they need to be responsible and effective citizens — and politicians have the incentives they need to deliver responsive and accountable representation and 2) heal our civic culture by reconnecting people to their civic experience, power, and responsibility.

For more information, visit the Partners In Democracy website, partnersindemocracy.us.

The Role

Partners In Democracy seeks a detail- and community-oriented Catalytic Research Associate to coordinate and conduct research related to state-level democracy renovation work. Research will focus on four key areas of our work:

1. *Civic Education and Engagement*
2. *Democracy Renovation Coalitions*
3. *Digital Civic Infrastructure*
4. *Democracy Advocacy*

Reporting to the Managing Partner of Catalytic Impact, and with direction from managing partners and policy advocates, the Catalytic Research Associate will provide foundational community-centered research and writing to advance Partners in Democracy's mission.

This role is ideal for a researcher with organizing experience who understands how policies are created and enacted, is committed to research and data integrity, and recognizes the role that quality information has to play in movement-building.

What You'll Do:

- Work closely with PID leadership and partners to plan and execute research that supports the impacts of our work
- Use various methods and tools (such as surveys, interviews, and data analysis) to gather, organize, and interpret data to inform our strategies, including program development and organized action
- Conduct research that helps to protect, strengthen, expand, and renovate ballot initiatives across the country via the Respect Voters Coalition Conduct research to update existing annual reports assessing health of state-level democracy and to draft new reports
- Prepare, organize, and display new and existing data in meaningful, useful, and accessible formats (charts, graphics, etc.) for internal and external audiences - or be able to manage a graphic designer to accomplish this
- Support the Communications Director in development of collateral to engage and educate community members (ex. annual reports, community index cards, volunteer recruitment materials) by providing research context and relevant data; ensure data used in materials remain accurate and representative
- Ensure up-to-date maintenance of documentation around research projects, processes, and best practices

Keys to Success

All successful candidates for roles with Partners In Democracy will possess the following:

- Strong familiarity with and commitment to inclusion and belonging principles, or openness to learn and adopt these principles
- Commitment to lifting up the perspectives and priorities of the communities we aim to reach

- Keen awareness of how systems and processes can be built and revised to advance pluralism
- Openness to feedback and understanding that good ideas can come from anyone

Successful candidates for the Catalytic Research Associate role will also possess the following:

- Ability to identify, target, analyze, and interpret data relevant to organizing and strategy
- Detail-oriented with a strict vigilance for data accuracy and integrity
- Ability to synthesize and organize complex information from multiple sources, including for audiences with different levels of data and topical literacy
- Ability to produce reports, statistical data, and potential solutions
- Strong interpersonal and written communication skills
- Understanding of how policies are created and enacted, including ability to identify connections between policy change efforts across municipalities and states
- Ability to work independently, contribute to strategic thinking, and shape research within a broader organizational unit
- Ability to handle complex and confidential information with discretion
- Competency using a variety of computer programs, including volunteer databases

If you believe that you qualify for at least 70% of this job description we encourage you to apply. We know that imposter syndrome and the confidence gap can prevent strong candidates from applying to a job unless they see themselves as a 100% fit. We would love to hear from you.

Important Details

- **Hours:** Part-time; 20 hours per week, with the potential to become full time
- **Location:** Remote, with limited travel to events as needed.
 - Note: Although we are working remotely for the time being, this role *must* be available to travel up to (6) times annually.

- **Compensation:** \$35,000 salary; this position does not include benefits

This role is subject to a background check to the extent permitted by law.

EEO Statement

Our team is committed to equal employment opportunity (EEO). We will not discriminate against team members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; sexual orientation, gender identity and/or expression, age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

To apply

Please submit your resume and a statement of intent explaining why you are interested in the work of Partners In Democracy and in this role via our [application form](#). We will accept and review applications on a rolling basis until the role is filled.