



## Applied Research Analyst

**TITLE:** Applied Research Analyst

**REPORTS TO:** Director of Innovation and Impact

**STATUS:** Exempt, salaried, hourly, full-time

**LOCATION:** Chicago, Illinois

### Organizational Overview:

On any given night, more than 6,000 Chicagoans don't have a place to call home. Tens of thousands more are just one unexpected setback away from joining them. All Chicago believes that these are our neighbors, this is our community, and together we can ensure that all of us have stable and secure homes. **All Chicago effectively combines immediate resources with long term strategies to address the complex issue of homelessness through three signature programs: Chicago Alliance, Emergency Fund and the Learning Center.** To learn more about All Chicago, please visit [www.allchicago.org](http://www.allchicago.org).

### Position Summary:

The Applied Research Analyst captures and interprets data for the purposes of identifying best practices and emerging trends that will positively influence strategies to end homelessness in the City of Chicago. The primary audience is the Chicago Continuum of Care (CoC), a network of dozens of homeless service providers and other stakeholders for which All Chicago is the convener. S/he will assist the Director of Innovation and Impact in producing original reports and issue briefs on cutting-edge solutions to ending homelessness. The ideal candidate will have knowledge of housing policy, strength in managing quantitative and qualitative research and data, a highly inquisitive nature, and an ability to see the interplay among overarching systems (e.g., employment, education, health care, discrimination, transportation, juvenile justice, etc.) in undergirding the state of homelessness today.

### Specific Responsibilities:

#### *Research Leadership (approximately 50% of the position)*

- Assist the Director of Innovation and Impact in conceptualizing All Chicago's research and data-related strategic initiatives.
- Develop research design and analysis plans.
- Research innovative practices underway, at any scale locally and nationally, to build All Chicago's capacity to serve as a repository of tried-and-true solutions to homelessness.
- Assist in the writing of reports and issue briefs that explain data trends, synthesize qualitative analysis, and relate their potential impact on changes in federal, state, or local public policy.
- Research a variety of models of measuring impact so that service groups can leverage data to evaluate their own effectiveness, and strengthen their funder reports and grant applications through helpful analytics.

- Manipulate, analyze, and present data thru the use of computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications.
- Help identify challenges and opportunities in ending homelessness for a variety of subpopulations.
- Assess landscape for new opportunities and partnerships.
- Present work to relevant CoC committees and other audiences.

*Data Analysis (approximately 35% of the position)*

- Gather and analyze reliable quantitative data on homelessness and relate these to data on housing supply and demand, employment, health care, land use, transportation and other trends facing Chicago's homeless.
- Work with a team of All Chicago and Urban Labs staff, with input from a variety of agency partners, to develop a web-based data sharing portal that will allow agencies and the public to access raw data and research on ending homelessness.
- Research and compare the unit cost measures of different models of serving different homeless populations and preventing homelessness, with an eye toward maximum impact, efficiency, and sustainability.
- Work closely with the HMIS team to understand how HMIS is used to accomplish the goals outlined in Chicago's Plan to End Homelessness-Plan 2.0

*Relationship Building (approximately 10% of the position)*

- Represent All Chicago in gatherings of peers in the housing, homelessness and poverty alleviation field.
- Present in public forums and to relevant stakeholders.
- Work collaboratively across the All Chicago program team and with staff from other data and policy organizations in Chicago and beyond to keep abreast of research needs.
- Respond to discrete research requests from CoC members.

*Other Tasks (approximately 5% of the position)*

- Provide monthly activities reports as requested by the Director of Innovation and Impact.
- Identify and share informative pieces for the monthly program newsletter and the CoC webpages.
- Actively participate in monthly Staff and Team meetings.
- Other duties as assigned.

**Qualifications:**

Successful candidates will demonstrate commitment to preventing and ending homelessness in Chicago and will have the following:

- Master's degree required in planning, public policy, public administration or equivalent.
- Minimum five years of research and report writing experience in the social policy field.
- High level of knowledge and competency in relational database management systems.
- Knowledge using ServicePoint (an HMIS system) is highly preferred.
- Experience with Structured Query Language (SQL), Crystal Reports, Qlik Sense, Business Objects, or geographic information systems (GIS) is preferred.

- Good working knowledge/skills with Microsoft Office products including but not limited to Excel, Word, PowerPoint, Outlook, and Access.
- Experience in the housing field required.
- Strong interpersonal skills, professional presence, and ability to interact with a diverse audience.
- Excellent professional written and verbal communication skills; ability to convey information in a clear and concise manner.
- Demonstrated ability to lead complex research projects and produce reports and issue briefs that are factual, original, compelling and persuasive.
- Demonstrated understanding of the complex connections between policy issue areas, human rights, and political processes in shaping research that would lead to lasting change in ending homelessness.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
- Willingness to work occasionally outside of normal business hours and to take on more responsibilities as assigned.
- A strong work ethic, integrity, and the highest ethical standards are expected.
- Ability to respond effectively and professionally to inquiries, complaints, or concerns, as presented by staff, consumers, service providers, and other stakeholders.

### **Work Environment**

- Work place is a smoke- and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9am to 5pm, Monday through Friday. Occasional night and weekend hours are required a few times a year.
- All Chicago is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. All Chicago does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. All Chicago is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

### **Compensation**

Salary is \$47,000-\$52,000, commensurate with experience. Comprehensive benefits package (with some employee contributions) includes medical, dental, vision insurance, and disability. Employer-matched retirement plan. Generous paid leave.

### **To Apply:**

Please submit cover letter, resume, and salary range requirement to [analystjob@allchicago.org](mailto:analystjob@allchicago.org)

- Please write your name (Last, First) in the re: line of your email.
- Incomplete applications will not be considered. Applications will be accepted until position is filled. Position begins as soon as possible. No phone calls, please.