Fixed Term Position on a Special Project  
The Wisconsin Women’s Business Initiative Corporation (WWBIC)

Position Title: Research Analyst  
Start Date: March 1, 2020 (negotiable)  
Location: Madison, WI  
Salary: Commensurate with experience  
Contact: eliza@evaluationpractice.com

Background

WWBIC is a leading innovative statewide economic development corporation that provides targeted individuals who are interested in starting, strengthening or expanding businesses with access to critical resources such as responsible financial products and quality business and financial education. WWBIC is focused on individuals who face barriers in accessing traditional financing or resources in pursuit of their dreams and economic well-being; in particular women, people of color, veterans and low-income individuals. WWBIC works hard to achieve its social goal of improving the economic well-being of individuals by advancing inclusive entrepreneurship and facilitating self-sufficiency strategies.

Position Summary

WWBIC is seeking a high-performing Researcher for a one-year, fixed-term position on a special project led by an independent consultant, Kim Zeuli. The project evaluates the impact of entrepreneurial support organizations on the growth of underrepresented entrepreneurs (women, people of color, veterans and low-income individuals). The Researcher will report directly to Kim Zeuli. The researcher will be responsible for all necessary background research and data analysis supporting the project, including analysis for a research report.

Duties and Responsibilities

- Conduct all background research for a report analyzing the impact of entrepreneurial support organizations, including a literature review
- Conduct structured, qualitative interviews with experts and stakeholders as needed
- Identify long-term impact using a unique, small time-series data sample
- Conduct control group analysis using Dun and Bradstreet data
- Help identify effective program evaluation metrics through extensive literature review and study of other relevant evaluation methodologies
- Draft research report based on insights from analysis
- Analyze survey data and develop professional tables for reports
- Ad hoc data analysis as needed

**Required Qualifications**

- Bachelor’s degree required, Master’s degree preferred, with strong academic performance in Business, Public Policy, Economics or a similar discipline
- Demonstrated experience conducting primary and secondary qualitative research, including conducting interviews and synthesizing findings
- Demonstrated experience using and analyzing data sets, including major public data sets such as Census Bureau, Bureau of Labor Statistics, and Bureau of Economic Analysis
- Strong track record using regression methods to analyze small and large data sets, with knowledge of how best to analyze small data sets
- Experience with Arc GIS and creating effective, professional maps
- Ability to creatively visualize data and information, including proficiency with Microsoft PowerPoint, Adobe Creative Suite, or similar software
- Demonstrated experience successfully working in a professional culture, taking direction from managers and meeting deadlines
- Excellent written and verbal communication skills, including the ability to accurately and concisely summarize and synthesize complex information, including visually and proofreading
- Ability to work collaboratively with peers and management
- Demonstrated ability to work independently and to be managed remotely

A successful candidate will be passionate about the work that we do and committed to producing the highest quality deliverables and outcomes. They will be able to manage multiple workstreams simultaneously and take the initiative to ensure a project is completed successfully.

**Application Details**

The position will remain open until filled, but we will start considering applications on **February 7, 2020**. Please submit a resume and cover letter, with the job title as the subject line, to eliza@evaluationpractice.com. Salary is competitive and commensurate with the candidate’s level of experience. This is a full-time position based in WWBIC’s offices in Madison, WI with the opportunity to work remotely. WWBIC is an equal opportunity employer.