

## Research Associate Job Description

Our goal is to assist compassionate volunteers, donors, and professionals in making informed decisions on how to be most effective in helping animals. We do this through researching which charities operate most effectively, as well as through recommending high-impact interventions to activists and charities alike.

We are looking for capable individuals to help our research department take the next step in finding the most effective ways to help animals. We offer an intellectual and challenging environment that provides great stimulation and satisfaction as you see the results of your efforts impact animal advocacy groups and advocates from around the world. Our work structure is particularly flexible, and we can adjust to almost any schedule.

**Position Summary:** We are hiring for a researcher position. This will involve developing and managing research department strategies and activities, including designing, managing, and executing research projects, including data analysis and program evaluation.

**Position Status:** Full-time, Salary, Non-Exempt.

**Salary:** \$28,000 – \$32,000

**Reports to:** ACE Research Manager, Executive Director

**Hours:** 40 hours per workweek

**Vacation:** 15 days for first year

### Responsibilities and Opportunities:

- **Oversee and advance research projects.** You will be given some specific projects to work on, but these will be tailored to your area of specialty. You will also have the freedom to explore novel research ideas if approved by the research department.
- **Contribute to the direction of ACE's research department.** We are continually learning new information and actively considering our direction as an organization. You will have the opportunity to provide meaningful contributions to our strategy.
- **Work cooperatively with individual advocates and external organizations.** One of the most interesting aspects of our work at ACE is the opportunity to discuss strategies with various animal advocacy groups through the course of our evaluative work, and also to learn from individual advocates from around the world.
- **Maintain and refine ACE's process for making organizational and intervention recommendations.** We are constantly working to improve our research process. You will have the chance to help improve the core aspects of our evaluative work, which will impact on our overall findings.
- **Assemble relevant information and compose intervention and organization evaluations.** You will learn the intricacies of specific interventions and organizations as you consolidate the information that we learn through our evaluations.
- **Compose writings on research projects.** This is a great opportunity to hone your writing skills, as you will construct material for pages for our site, evaluations, and blog entries.
- **Find and review external studies and research relevant to farm animal activism, wild animal suffering, and other potentially high-impact animal advocacy fields.** We currently view farm animal advocacy as the most effective way to help the most animals, but we are actively considering other possibilities. Be at the forefront of our research and help investigate new exciting opportunities for maximizing our impact, and help shape ACE's direction in the future.

### Sample research projects:

- **Intervention evaluations.** You will research the effectiveness of a common tactic in animal advocacy, including by conducting interviews with advocates who regularly use the tactic. You will then write up your findings for use within ACE and for publication on our website. *Example evaluation: [corporate outreach](#).*
- **Organization evaluations.** You will participate in our organization evaluation process, including generating a list of relevant organizations, researching and writing reviews of various depths, and selecting organizations for recommendation. *Example evaluations: [America for Animals](#), [Animal Equality](#).*
- **General research and writing.** You will research a topic relevant to animal advocacy and write about the findings most relevant to animal advocates or to ACE's work. *Example topic: [effects of diet choices on animals](#).*

### Essential Skills/Qualifications:

- Bachelor's degree in relevant field, or equivalent experience
- Commitment to the mission of Animal Charity Evaluators, which is to find and promote the most effective ways to help the largest number of animals
- Two years of research related professional experience, or the ability to demonstrate strong, relevant research skills
- Strong quantitative and qualitative reasoning skills
- Open to topics outside mainstream advocacy efforts
- High degree of professionalism, including discretion in handling confidential information
- Ability to work independently but concurrently collaborate with many different parties
- Strong attention to detail, with a commitment to high quality work
- Excellent written communication abilities
- Highly organized and self-motivated

### Preferred Skills/Qualifications:

- Master's degree in relevant field
- Deep understanding of statistics
- Excellent oral communication abilities
- Demonstrated abilities in strategic thinking
- Skills in spreadsheet software such as Excel
- Experience with statistical software such as R or SPSS

### What we offer:

- Work with ACE staff, experienced in thinking about effectiveness in animal advocacy
- Opportunity to use your skill set to improve the lives of animals
- Ability to create high quality research to inform advocacy groups
- Flexibility to work from home