



NC RURAL CENTER

Position Announcement Research & Data Manager

The NC Rural Center is seeking a research and data manager with a deep passion, drive, and curiosity to understand what makes rural communities thrive. The manager will conduct research and data analysis with a keen attention to detail and commitment to thoroughness to support the Center's leadership, engagement, small-business development, and policy programs. The manager will assist in the primary data collection, management, and analysis of both long-term research projects and on-demand requests from Rural Center programs.

For more than 30 years, the Rural Center has been committed to its mission of developing, promoting, and implementing sound economic strategies that improve the quality of life of rural North Carolinians, with a special focus on individuals with low-to-moderate incomes and communities with limited resources. Research has been a critical function of the Rural Center's existing programs and long-term planning, and has been foundational in the Center's empirically driven approach to informing the larger public discussion around North Carolina's rural communities.

The research manager will report directly to the Rural Center's vice president of public affairs on an interim basis, and will report directly to the director of research and data management once that position is filled.

Responsibilities:

- Support the public affairs team by collecting data and identifying research products related to the economic, demographic, and environmental forces affecting rural people and places for use in communications and advocacy endeavors.
- Support the Center's leadership and community engagement teams by generating data to educate local and regional rural leaders about the larger demographic, economic, and environmental trends that are impacting their communities.
- Analyze data and vet research findings for inclusion in internal and external presentations made by the Center's management team, program directors, and other staff, as needed.
- Support the Rural Center's advocacy and policy team in the analysis and review of the Center's Rural Counts policy platform for a variety of external audiences, including policymakers, community members, and organizational stakeholders, to name a few.
- Manage a repository of data resources and information to be routinely shared internally and externally.
- Design maps, data visualizations, and presentations for Center programs and research projects.
- Provide data analysis for the Rural Center's small-business lending programs.



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- Assist the vice president of public affairs in monitoring and analyzing emerging trends and long-term drivers of change that may impact rural North Carolina and assist internal Center staff in planning for new programs and initiatives in response.
- Participate in other Center-wide data projects as necessary.

Requirements:

- Minimum of bachelor's degree in economics, public policy, business administration, planning, statistics, biostatistics, mathematics, computer science, geography, or related field.
- Minimum of three-to-five years of experience collecting and analyzing data trends, and reviewing research products across a variety of disciplines.
- Working knowledge of state and federal data sources essential for economic and demographic analysis of rural conditions, a non-exhaustive set of examples are: Census Bureau American Community Survey, Bureau of Economic Analysis, Federal Reserve, Bureau of Labor Statistics, to name just a few.
- Experience with small-business lending data or research preferred but not required.
- Proficiency in data management in Excel and relational database systems.
- Proficiency in geographic information systems.
- Experience in data visualization software such as Tableau.
- Demonstrable skill in designing clear, high-impact data presentations.
- Exceptional organizational and time-management skills and a proven ability to handle competing external and internal deadlines in a fast-paced environment. The ability and temperament to pivot priorities on short-notice is an essential requirement.
- A commitment to collaborate, communicate, and engage effectively with people and communities of diverse backgrounds and histories, including communities where English is spoken as an additional language.
- Exceptional written, oral, and interpersonal communication skills.
- Ability to work as a strong team player but independently as needed—but always with a sense of purpose and good humor.
- High standard of excellence, accuracy and consistency, personal integrity, and accountability.
- Strong organizational skills and proven results-driven goals.



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COMPENSATION AND BENEFITS

The salary range for this position is \$50,000 - \$60,000, commensurate with experience. The NC Rural Center offers excellent benefits, including health, vision and dental insurance, retirement contributions, holidays, and paid time off. The NC Rural Center is an equal opportunity employer.

How to apply:

- Applicants will be evaluated on their ability to follow instructions:
 - Prepare a cover letter and resume specifically tailored for this opportunity and email them as a Word or PDF document to hr@ncruralcenter.org; the subject line of the email should include your name and the position title.
 - Applications will be reviewed on a rolling basis and positions will remain open until filled.
 - For questions not covered above, contact Todd Brantley, vice president of public affairs, by emailing tbrantley@ncruralcenter.org.