

Position Description

Job Title	Research Analyst, Housing Team
Job Classification	Research Analyst
Location	California (preferred)
Reports to	Housing Team Supervisor
FLSA¹ Status	Full-Time, Non-Exempt
Updated as of	January 2022

Firm Overview

LDC is a social innovation firm that assists our clients with growing healthy, sustainable, and vibrant communities. Our mission is to end the housing affordability crisis and homelessness in California and beyond. We provide creative solutions to complex problems with our expertise in housing, homelessness, resiliency, and community and economic development. Our clients include public agencies, nonprofit organizations, foundations, utilities, business associations, and other stakeholders looking to create physically and economically sustainable communities.

Position Summary

With direction from the Housing Team supervisor, this position will play a key role in supporting the Housing Team in its efforts to develop and execute meaningful, actionable initiatives to solve the housing affordability crisis. This position is responsible for assisting with the development, implementation, and ongoing management of client initiatives and projects. This role supports systems change work in housing policy, housing development and finance, land use planning, and the development and implementation of cross-sector innovations. Familiarity with current policies, programs, practices, and funding sources that support housing affordability and development is preferred. LeSAR Development Consultants (LDC) is headquartered in San Diego, with staff throughout California and nationally.

Due to the COVID-19 pandemic, the position is remote until such time as California public health officials determine it safe to resume professional activities safely in person. When normal professional activities resume, regular travel to San Diego headquarters may be required.

Essential Duties and Responsibilities

May include the following and other duties may be assigned.

Client Work

- Assist in developing policies, programs, practices, and tools to facilitate client engagement.
- Support and facilitate meetings and workshops to help clients identify and realize their goals, aspirations, opportunities, and challenges.
- Work in collaboration with subject matter experts to develop trainings and toolkits for clients.
- Contribute to research and writing reports incorporating findings and recommendations to clients.
- Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget and schedule constraints.
- Prepare monthly project reports for designated clients as part of the operations invoicing process.
- Represent the firm in a professional manner externally and internally.

Marketing

- Analyze quantitative and qualitative data to understand firm and client opportunities in the context of the political, social, economic, and technological environment.
- Assist in conducting business development, collaborating with other teams to prepare written proposals and participate in meetings to maximize impact and revenue opportunities for the firm.
- Contribute to business development in designated areas, collaborating with other teams to prepare written proposals and participate in meetings to maximize revenue opportunities for the firm.
- Assist in developing and/or maintaining marketing collateral, including brochures, proposals, presentations, and websites:
 - Continually update existing content and develop new content as directed.
 - Work with graphic designers to update existing or create new templates.
- Assist with research, writing, and preparation of monthly newsletters.
- Regularly gather and report on marketing outcomes data from sources including WordPress, Constant Contact, and Google Analytics.

Core Position Competencies

1. Ability to:
 - Remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
 - Organize work, set priorities, and exercise sound judgment within areas of responsibility.
 - Handle sensitive information in a professional and confidential manner.
 - Communicate clearly and effectively orally and in writing.
 - Work cooperatively with staff from other teams and organizations.
2. Client, Project, and Team Management
 - Maintain proactive ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget in a timely manner.
 - Cultivate and manage relationships with existing and new clients, representing LDC in a professional manner and evaluate the needs of prospective and current clients in an effective manner.
 - Function as a team player who is collaborative, flexible, solutions-oriented, and able to deal with ambiguity.
 - Organize work, set priorities, and exercise sound judgment within areas of responsibility.
 - Remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
 - Handle sensitive information in a professional and confidential manner.
 - Support internal project teams effectively.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in urban studies, planning, public policy, social work, business, real estate, or communication.

Benefits

- Research Analyst: \$22-\$28/hr.
- Participation in firm's medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month

- Participation in the firm's 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$100 per month for cell phone and/or home office Internet expenses and up to \$25 per month for home office supplies
- 11 paid holidays per year
- Paid time off:
 - 15 days of paid time off annually

Application Process

Submit the following materials* to careers@lesardevelopment.com.

1. Cover letter indicating:
 - Interest in the position
 - Relevant skills and experience
 - Available start date
2. Resume
3. 2-3 professional or academic references
4. Writing sample that reflects ability to communicate complex information in a proposal or grant application
5. Submission of PowerPoint presentation sample a plus

**LeSar Development Consultants reserves the right to not review applications that are not submitted in accordance with these application instructions.*

LDC is an equal opportunity employer. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws and regulations in the State of California. LDC is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve.