



Research Associate

(Fully remote; on-site or hybrid work is optional if located in Washington, DC)

With its reputation for delivering actionable research and award-winning innovative solutions, the Association for Enterprise Opportunity (AEO) is a growing and dynamic organization. AEO is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, grantmaking, and advocacy to foster a robust and inclusive marketplace. For more than 30 years, AEO and our 2,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

AEO is seeking a Research Associate with skills in quantitative and qualitative research methods, data science, and research project management to support and conduct microbusiness industry research and program evaluation. The Research Associate will possess the ability to quickly develop deep knowledge of sector-specific issues and priorities, and support applied research initiatives that will drive engagement and add value to AEO's research, program, and policy priorities. The right candidate for this role will be detail oriented, collaborative, and take initiative in proposing new ideas and solutions to advance the field and continue to build AEO's reputation as a thought-leader in this space.

Responsibilities

- Manage research and impact evaluation projects from start to finish, including methodology development, quantitative and qualitative analysis, and development of final reports
- Manage data set-up and analysis efforts to support AEO research projects (retrieving, cleaning, merging, updating and analyzing datasets)
- Assist in the development, set-up, and fielding of surveys and the management of survey data for both research and program evaluation efforts
- Analyze data, evaluating trends and emerging themes, and summarizing relevant findings

- Develop data visualizations and dashboards to support research and program evaluation projects
- Conduct qualitative interviews and focus groups to add color and texture to quantitative research findings
- Conduct literature reviews which clearly and concisely synthesize and discuss complex concepts and findings from existing research
- Contribute to the development and writing of AEO research and impact reports
- Communicate effectively to a wide range of audiences about AEO's research and findings
- Conduct work supporting multiple projects that are running simultaneously, ensuring that work is completed on time and within budget

Professional Experience/Qualifications

- Master's degree in public policy/administration, data science, statistics, economics, sociology, or other relevant field, or 3-5 years of comparable, relevant professional experience
- Proficiency in statistical analysis and analyzing data using one or more of the following tools: Stata, SPSS, Microsoft Excel, R, and Python
- Experience or familiarity with data visualization tools such as Tableau or Power BI strongly preferred
- Experience conducting qualitative research including the use of focus groups and interviews
- Demonstrated excellence in writing, editing, and synthesizing and presenting key research findings to diverse audiences
- Familiarity with entrepreneurship and the microbusiness ecosystem preferred

Core Competencies

- Proven ability to see the "big picture"
- Well-developed problem-solving abilities and critical thinking skills
- Strong analytical thinker, capable of breaking down and working with broad research hypotheses
- Excellent oral and written communication and presentation skills
- A self-starter with high expectations
- Ability to thrive in a fast-paced environment and juggle multiple projects with competing deadlines
- Ability to work remotely and independently under minimal supervision

We Offer

- Competitive compensation based on experience including retirement matching.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.

To Apply

Interested applicants should send a cover letter, resume, brief writing sample, and salary requirements to careers@aeoworks.org.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.