



Position Title: Senior Research Associate

Organization: Association for Enterprise Opportunity (AEO)

Location: Washington, DC (with potential for some remote flexibility)

Salary Range: \$60,000 - \$80,000, commensurate with experience

Reports to: Senior Director of Operations (until the appointment of a Senior Director of Research and Policy)

About AEO:

The Association for Enterprise Opportunity (AEO) is the leading national organization dedicated to advancing the success of underserved entrepreneurs. Through research, advocacy, and innovative programming, AEO supports the growth and sustainability of small businesses and promotes economic opportunity for all.

Position Overview:

AEO is seeking a dynamic and experienced Senior Research Associate to join our team in Washington, DC. The Senior Research Associate will play a key role in conducting, presenting, and disseminating research that advances the mission of AEO. This individual will contribute to the design and execution of research studies, manage research-related projects, and represent AEO in both virtual and in-person public forums. The role requires strong skills in quantitative and qualitative research methods, analytical skills, experience in event planning, and the ability to communicate complex ideas to diverse audiences. The Senior 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 Senior Research Associate will report to the Senior Director of Operations until the appointment of a Senior Director of Research and Policy.

Key Responsibilities:

- Lead the development and execution of research studies and projects, focusing on small business ecosystems, underserved entrepreneurs, and economic development

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- Conduct methodology development, data collection, quantitative and qualitative analysis, report writing and interpretation of findings to inform AEO's policy and programmatic strategies.
 - Present research findings at national conferences, webinars, and other public forums on behalf of AEO, with a focus on communicating insights to non-academic audiences.
 - Support the planning, coordination, and execution of virtual and in-person research events, including the AEO Data to Dialogue Series, policy briefings, and roundtable discussions.
 - Collaborate with the communications and marketing teams to translate research findings into reports, presentations, and policy briefs that are accessible and impactful.
 - Maintain relationships with academic, government, and industry partners to advance AEO's research agenda.
 - Mentor junior research staff and fellows, providing guidance on research methodologies, data analysis, and project management.
 - Support the Senior Director of Operations and eventually the Senior Director of Research and Policy with fundraising efforts by identifying grant opportunities and contributing to research proposals.

Qualifications:

- Master's degree or Ph.D. in economics, public policy, business, or a related field with a strong emphasis on research and data analysis.
- 3-5 years of experience in applied research, particularly related to small businesses, economic opportunity, or entrepreneurship.
- Demonstrated experience in public speaking, with the ability to present complex research findings in an engaging and accessible manner.
- Strong organizational and project management skills, with a proven ability to lead and support the coordination of events, both virtual and in-person.
- Proficiency in data analysis tools such as SPSS, STATA, or R, and familiarity with survey design and qualitative research methods.
- Excellent written and verbal communication skills, with a strong ability to translate research into actionable insights for diverse audiences.
- Experience with grant writing and securing funding for research initiatives is a plus.
- Ability to work both independently and as part of a collaborative team, managing multiple priorities in a fast-paced environment.

Additional Skills:

- Familiarity with research on minority-owned businesses, economic equity, and entrepreneurship ecosystems is highly desirable.
- Strong interpersonal skills and the ability to engage with stakeholders, policymakers, and community leaders.

We Offer

- Competitive compensation based on experience including retirement matching. Salary range between \$60,000 to \$80,000.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.
- A convenient location in downtown Washington, D.C.
- An onsite gym and rooftop patio.

How to Apply:

Interested candidates should submit a cover letter, resume, and a writing sample (preferably a research report or policy brief) to careers@aeoworks.org with the subject line “Senior Research Associate Application.” Applications will be reviewed on a rolling basis.

AEO is an Equal Opportunity Employer

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.