

Senior Analyst Position Description

About Us:

The Fidelity Foundations are a group of private, non-operating foundations that fund a diverse set of programs on a national scale. Our values of responsibility, integrity, compassion and expertise guide our investments in education, arts and culture, health, conservation and community services. In addition, the Foundations fund nonprofit organizations that strengthen the communities in which Fidelity Investments employees live and work.

The Foundations support capacity-building with grants that are designed to encourage the highest standards of management in organizations at significant points in their growth with the goal of adding lasting, measurable value. The Foundations seek to support initiatives that nonprofits undertake to reach new levels of achievement. Grantmaking is executed through quiet giving, in which publicity is not sought, confidentiality is critical, and most grants are awarded anonymously.

Position Summary:

As a critical member of the Foundations' Research, Learning and Evaluation team, the Senior Analyst will partner with program officers to increase the impact and efficiency of grantmaking by conducting research and analysis to guide philanthropic investments. The Senior Analyst will contribute to the development of the Foundations' strategies, while gaining breadth through involvement across grant portfolios and supporting organization-wide learning efforts.

Responsibilities:

- Conduct data-driven research and analysis to deepen the Foundations' understanding of geographies and issues of interest. This may include:
 - Quantitative and qualitative analysis to deeply understand a sector, region or organization through data analytics, secondary research, and interviews
 - Analysis of issues most pertinent to a regional community and/or of interest to the Foundations, including identification of trends, best practices, opportunities and gaps
 - Assessment of philanthropic and/or nonprofit landscape for a region or issue
- Contribute research and analysis related to broader philanthropic and nonprofit trends
- Support other projects that help advance strategic grantmaking (e.g., tools for program staff, measurement and evaluation)
- Develop insightful deliverables to communicate findings and analysis in PowerPoint, Excel, and Word

Basic Qualifications:

- Bachelor's degree
- 2-3 years of work experience in a top-tier consulting firm

Required Skills, Knowledge & Expertise:

We encourage applications from candidates with a diversity of backgrounds, experiences, and perspectives. The successful candidate will possess the following professional and personal skills, attributes and competencies:

- Excellent communication skills, including ability to develop compelling, fact-based narratives
- Sound judgment, integrity, humility and respect for confidentiality are absolute requirements
- Interest in and intellectual curiosity about social issues and/or nonprofit landscape in the US
- Demonstrated critical thinking skills; ability to assess information to draw sound conclusions
- Ability to move work forward independently, and think big picture while applying a keen eye to detail
- High-level interpersonal skills (e.g., collaborative, diplomatic, able to negotiate and build consensus)

The position is based in Boston, MA. Compensation is competitive and commensurate with experience.

To apply, please email your cover letter and resume to recruiting@fidelityfoundation.org