



Announcement of Position

Senior Associate or Associate Principal

CGR is a nonprofit research and consulting organization with a mission to drive positive community change through the highest quality research, analysis, data insights and collaboration. We are adding to our team of highly skilled, adaptive and effective researchers, inviting applications for experienced researchers/consultants to work across our capabilities and client groups (see Positive Community Change and Who We Help sections of our website).

Trusted for our rigorous analysis and actionable insights, we work to make communities equitable, strong and thriving. We are committed to a healthy and inclusive work culture that values each person's contributions and to growing the capacities of our team to support positive change in communities. With the variety of projects and clients at CGR, staff members continuously expand their skills and knowledge.

These positions have likely focus areas of local government, operational and financial analysis, stakeholder engagement and project/business development. The ideal candidate has experience in local government, nonprofits and/or community change initiatives, and operational and financial analysis, along with strong research, analysis, project management, presentation and communication skills. The candidate should be able to demonstrate effectiveness in building relationships with clients and/or partners, and furthering principles of diversity, equity and inclusion. Experience working with diverse and marginalized populations is valued. Bilingual candidates are encouraged to apply.

Key Qualifications: At least 5-10 years of experience working in a related professional field; bachelor's or master's degree in social sciences, public policy, urban / regional planning, public administration, journalism, or related field; demonstrated research and analytical skills; strong project management, communication and organizational skills; competence in Microsoft Word, Excel, PowerPoint and similar programs.

To qualify for an Associate Principal position, a candidate should be able to demonstrate experience leading projects and/or teams, producing reports or other large project deliverables, and supervising staff.

Position Responsibilities: Making significant contributions to projects and research deliverables; conducting applied research including data collection and analysis; facilitating interviews and focus groups; producing and presenting deliverables including reports and presentations, reviewing and editing team members' work; managing projects to budgets and timelines; supervising other research staff; developing project proposals; and building relationships with potential clients.

Compared to a Senior Associate, an Associate Principal will have more responsibility to lead projects and teams, supervise staff members, and develop projects through connecting with potential clients.

Specifics: These are permanent, benefits-eligible full-time positions, with opportunity for growth. CGR's office is in Rochester, NY; staff currently work in a flexible model with the ability to work remotely. We may consider highly qualified remote candidates. The pay range for the Senior Associate position is \$68,000-\$78,000 per year. The pay range for the Associate Principal position is \$80,000-\$90,000 per year.

Candidates may apply for one position, or indicate that they are interested in either position. CGR's hiring committee will indicate what level we think the candidates are qualified for in our discussions with candidates.

Travel: CGR works for communities throughout New York, the Northeastern United States and beyond. Travel may be required on a project-by-project basis, and candidates must possess a valid driver's license or the ability to secure one before employment.

CGR Statement on Diversity: CGR values diversity from all backgrounds and seeks to create a welcoming workplace that attracts and retains a wide variety of talented people with different perspectives and new ideas. We value diversity among all dimensions of the human experience, including gender, race, color, religion, gender identity, national origin, differing abilities, gender expression, veterans, socio-economic status, and sexual orientation. We believe diversity improves the quality of our work and the communities we are part of, making an important statement about the inherent worth of every individual. CGR endeavors to create a respectful, inclusive and welcoming workplace as the ground on which a truly equitable and diverse organization flourishes. CGR takes responsibility by being aware of the consequences of its actions, by having open dialogues, and holding all levels of the organization accountable for diversity work to minimize the burden on individuals (particularly those from marginalized and under-represented populations and cultures) to advance diversity goals. Creating an excellent workplace climate is a key priority for achieving our organizational diversity goals.

To Apply: Submit a cover letter, resume, and applicant self-identification form via email to kyorks@cgr.org. The self-identification form can be found [here](#). Additional information about CGR is available at www.cgr.org.

REVIEW OF APPLICATIONS WILL BEGIN ON APRIL 3, 2024.