



New Position, Carleton University: Applied Research & Data Analyst

Charity Insights Canada Project (CICP)

Job Posting – Applied Research & Data Analyst

Charity Insights Canada Project (CICP), School of Public Policy and Administration, Carleton University

APPLICATIONS: Please email your application, including a CV and a one-page statement of interest and fit with the position, to CICP.PCPOB@cunet.carleton.ca. Please indicate *Research Analyst Position* and your *surname* in the subject heading. Application deadline is **April 6, 2026**. Interviews will be held in mid April with an ideal starting date by June 1.

Position Overview

The Charity Insights Canada Project (CICP) is seeking a Research & Data Analyst to support deeper and more advanced analysis of our longitudinal survey data, combine the survey data with other databases (e.g. T3010 data) and translate findings into clear, compelling, and policy-relevant insights.

This role will focus on analyzing complex survey and related large datasets, identifying trends and patterns over time, and communicating findings into accessible formats for sector leaders, policymakers, funders, and the media. The successful candidate will play a key role in strengthening the analytical depth, clarity, and strategic value of the CICP's research outputs.

This is a term position (*12–18 months*), with the possibility of extension subject to funding.

Key Responsibilities

Data Analysis & Research

- Conduct advanced quantitative analysis of large-scale, longitudinal survey data from Canadian charitable organizations
- Identify trends, segment differences, and emerging issues across themes such as funding, governance, workforce, EDI, policy, and sector resilience
- Determine, design and execute appropriate, trend, multivariate and other analyses
- Support methodological decisions related to survey design, weighting, and interpretation of findings
- Collaborate with the research team to refine research questions and analytical approaches

Knowledge Translation & Communication

- Translate complex data into clear, actionable insights for non-technical audiences
- Contribute to written outputs, including weekly reports, briefing notes, blog posts, funder updates, and annual publications

- Support the development of data visualizations and dashboards (e.g., PowerBI), ensuring analytical integrity and clarity
- Help frame findings for different audiences, including policymakers, journalists, sector leaders, and funders
- Prepare analysis and talking points to support presentations, media engagement, and events

Collaboration & Project Support

- Work closely with the CICIP's leadership and research staff to align analyses with strategic priorities
- Contribute to the continuous improvement of data processes, documentation, and analytical workflows
- Support ad hoc analytical requests tied to emerging sector issues or external opportunities

Required Qualifications

Minimum

- Graduate degree (Master's or PhD) in a relevant field such as:
 - Statistics, Data Science, or Applied Social Research
 - Public Policy / Public Administration, Sociology, Economics, Political Science, International Affairs or related social science discipline
- Demonstrated experience analyzing quantitative survey data
- Strong applied statistical skills and comfort working with real-world, imperfect datasets
- Proven ability to communicate data findings clearly in writing
- Experience using statistical software (e.g., R, Stata, SPSS, Python, or similar)

Technical & Analytical Skills

- Experience with longitudinal or repeated cross-sectional data is a strong asset
- Comfort producing tables, charts, and summaries for public-facing reports
- Familiarity with data visualization tools (e.g., PowerBI, Tableau, or equivalent) is an asset
- Strong attention to methodological rigor and data quality

Preferred / Asset Qualifications

- PhD or postdoctoral experience in a relevant discipline or equivalent applied research experience
- Experience working with nonprofit, charitable, or public sector data
- Knowledge of the Canadian charitable or nonprofit sector
- Experience translating research for policy, media, or practitioner audiences
- Experience contributing to grant-funded or multi-stakeholder research projects

What We're Looking For (Soft Skills)

- Strong analytical judgment: knows when to go deep and when to keep things simple
- Excellent written communication skills, especially the ability to make data digestible
- Curiosity and comfort working across diverse research themes
- Ability to work independently while collaborating in a small, fast-moving team
- Interest in applied, impact-oriented research rather than purely academic outputs

Term, Compensation & Structure

- ***Term:*** 12–18 months
- ***Level:*** Senior Research Analyst or Postdoctoral Fellow (dependent on qualifications)
- ***Compensation:*** \$65,000-\$85,000
- ***Location:*** Remote / Hybrid (preference for those who are Ottawa-based but must at a minimum be located in Ontario)