



US Operations Analyst

Location: New York City or Washington DC; Remote also an option

More in Common US is seeking a full-time Operations Analyst to help grow the organization and advance its mission of building a more united and inclusive America, where all people feel respected, better understood, and share a sense of belonging. The Operations Analyst will work closely with the Partnership and Research teams to grow and support the US team and our partners. The Operations Analyst will sit at the nexus of research and project implementation, engaging as an active partner in driving both our research and the execution of our initiatives and projects. The Operations Analyst role is full-time and reports to the US Director. More in Common has its main office in New York City; however, the Operations Analyst can work remotely, with regular travel to the New York and Washington DC areas.

ABOUT MORE IN COMMON US

More in Common US is a research and civic non-profit that is part of an international initiative, set up in 2017 to build communities and societies that are stronger, more united and more resilient to increasing threats of polarization and social division. We work alongside of national teams in Germany, France, and the United Kingdom. We conduct research into populations through the lens of identity, values, and beliefs. We leverage our findings to apply interventions with partners to strengthen democratic culture, build new social and civic fabric, and enable Americans to work across lines of difference to solve problems. Our website is [here](#) and you can see coverage of our US research [here](#).

Some examples of our work include partnering with a broad and diverse network of civil society actors to bolster Americans' confidence in the resilience of our elections; advising philanthropic actors on how to best support efforts to strengthen social cohesion; and training civil society actors on methods for communicating across ideological lines in ways that reduce polarization and foster a shared sense of identity.

Although we are only at the beginning of our journey as an organization, we know one thing for certain: our team is our greatest asset. We are looking for people who:

- Are strategic, rigorous, restless, energetic and creative
- Have direct experience with and understand people from different perspectives and backgrounds
- Are excited to do work that is non-partisan
- Are able to think ahead
- Are able to get big stuff done
- Are excited to work with heart as well as head
- Want to be part of turning despair into hope



DIVERSITY + EQUITY + INCLUSION

The task ahead of us is daunting, but we have a better chance at success if our team reflects a broad range of social and cultural backgrounds, beliefs, political persuasions and life experiences. We value diversity across many dimensions, including but not limited to race, ethnicity, socioeconomic status, gender, sexual orientation, gender identity, disability status, age, religious belief, and political orientation.

ABOUT THIS ROLE

More in Common US is looking for an Operations Analyst, a mission-driven individual who is excited to support project execution on complex issues related to division, democratic culture, and social cohesion. This role is for someone:

- With passion for systems, process, and high-quality project execution
- With interest in cutting edge quantitative and qualitative research methods
- Excited to engage a variety of diverse partners on project execution
- Comfortable working collaboratively and at a fast pace in a start-up environment
- Curious about different viewpoints and excited to challenge your own thinking

RESPONSIBILITIES

As a dynamic organization in a new field, everyone executes on a range of responsibilities. Our core asset base includes our research, network of partners, and project management competencies. This role is focused on project management. The Operations Analyst will have responsibility for supporting the execution of More in Common's projects and partnership initiatives. The Operations Analyst will work with our partnerships and research teams to track and manage project timelines, deliverables, and systems. There are no off-the-shelf solutions for the challenges of division in the US, so the Operations Analyst will need to develop content mastery to harness our research methodologies and insights to build new products, projects, and initiatives that advance our mission and support our partners. Over time, the Operations Analyst will be expected to identify, develop, and launch new projects where we support partners in applying our research, insights, and connections towards real-world initiatives.

Project Management / Partner Engagement

- Work directly with the US Director and US Associate to provide day-to-day project support and management for a range of existing advisory partnerships, where we apply our research and experience to support initiatives that foster greater resiliency against efforts to divide Americans and that create stronger, more inclusive feelings of community.
- Work with the US Director and US Associate and other members of the team to build out new partnerships by developing strong relationships with funders, practitioners, and institutional actors from politics, civil society, faith, the private sector, and other domains.



- Develop and lead trainings for external partners, speak for and represent More in Common US at events and with media, and identify and execute on strategies for growing and strengthening the field of actors engaged in social cohesion work.

Research

- Work directly with the US Director and US Senior Researcher to support and execute on an existing suite of US research projects that seek to better understand Americans' attitudes, beliefs, identities, and perceptions of themselves and others.

Systems Management

- Work directly with the US Director, Grant Partnerships Associate, and other elements of the operations team (e.g. finance, budget, governance, and administration) to develop and manage internal systems for project management.

QUALIFICATIONS AND EXPERIENCE

We look for great people before we look for specific qualifications and experience. However, the following will be an asset for this role:

- Excellent communication skills
- Excellent organization and project management skills
- Experience leading, managing, or coordinating complex projects that involve coordinating the actions of multiple stakeholder groups
- Comfort navigating spreadsheets and converting data into presentation material; experience with advanced statistical programs (e.g. SPSS, R, Python) and qualitative software (e.g. Dedoose, Atlas) a plus
- Comfortable working collaboratively with a wide range of partners from across the ideological spectrum from inception through to project delivery and evaluation
- Demonstrated curiosity for understanding and engaging people, and a desire to tell new stories that focus on Americans feeling part of our shared national project

COMPENSATION

- Competitive salary (between \$60,000 to \$65,000) and excellent benefits including generous leave policy, matching 401(k), and medical.
- Personal learning and growth budget

APPLICATION PROCEDURE

The application deadline is November 8, 2021. Applications should include a cover letter (max 1 page) and a resume. Applications will be reviewed on a rolling basis. We are looking for the US Operations Analyst to start at the beginning of 2022.