

## Position:

# Strategic Research Analyst

## Full-Time Remote:

This is a full-time remote role, with a preference for U.S.-based candidates to allow for adequate collaboration/work-time overlap with the occasional need to participate in meetings outside typical business hours. We embrace flexible working and aim to find the perfect match between the organization's needs and the ideal working pattern that empowers you to be at your best both professionally and personally.

## Ideal start date:

February 2024

## The role:

We're seeking a skilled and detail-oriented Strategic Research Analyst with a passion for our mission and a deep commitment to the challenge of addressing some of the world's most intractable problems. As a Strategic Research Analyst, you'll conduct research, collect and analyze data, and provide valuable insights to support informed decision-making.

Our ideal candidate is competent at locating expertise within any field, such as Geopolitics, Economics, Governance, etc. and equally capable of understanding and refining complexity in both technical and non-technical domains. We're looking for someone happy to engage at short notice on rapid research requests, delivering critical information for our leadership team and/or partners as necessary.

This role offers the opportunity to work in a supportive environment with the potential for significant professional growth and development. You will have an opportunity to contribute to meaningful research initiatives that shape our organization's strategic objectives and have a wide-ranging impact.

## Position reports to:

The Strategic Research Analyst will report to the Strategic Research Team Lead, Jake Matatyaou, and will work closely with the Executive, Insights, and Editorial teams.

Responsibilities:


Conduct thorough research:

- Conduct independent research on specific topics in any given field using rigorous research methods.
- Identify research objectives and formulate appropriate research methodologies.
- Identify and correct inaccurate information.
- Gather data from diverse sources, including primary and secondary sources, industry reports, and academic publications.
- Utilize qualitative and quantitative research techniques to collect and analyze data effectively.
- Contribute to an internal knowledge base by compiling research dossiers, transcripts, meeting notes, and other materials.
- Find the most appropriate source material for any given research topic.
- Find appropriate citations and source materials for organizational outputs like podcasts and public statements.
- Apply citation conventions in research documentation.
- Initiate value-adding research anticipating organizational needs.

Data analysis and interpretation:

- Draft summaries conveying complex concepts clearly.
- Locate and analyze published articles, papers, books, and other materials to prepare team members for high-impact meetings and public engagements.
- Clean, organize, and validate collected data to ensure accuracy and reliability.
- Employ a range of analytical methodologies and tools (multivariable analysis principles, statistical software, data analysis tools) to derive meaningful insights.
- Interpret research findings and provide concise summaries to stakeholders.
- Identify trends, patterns, and correlations in the data and translate them into actionable recommendations.
- Be comfortable with making analytic predictions based on incomplete information.

Report generation and presentation:

- Prepare comprehensive written reports, presentations, and visualizations to communicate research findings.



- Develop clear and concise summaries written for various audiences, such as the Civilization Research Institute principals, network partners, or internal teams.



Collaborate with cross-functional teams and externally:

- Work closely with stakeholders, such as research leads, partner principals, and/or operations staff, to understand research needs and objectives.
- Identify and connect with leading academic, government, industry, and non-profit experts to provide specialized briefings, reports, and memos.
- Work independently and collaboratively in a dynamic start-up environment to align research initiatives with broader organizational goals.
- Contribute to our internal knowledge database, compiling all research and source materials, including meeting recordings, transcripts, research summaries, notes, and dossiers.



This role is ideal for you if you:

- Embrace working in a mission-driven nonprofit, start-up on vitally important challenges.
- Are naturally curious, research things for fun, and are the “go-to” person in your group when someone wants to know something.
- Are often told you make complex topics easy to understand.
- Can track tons of details and organize messy data into useful insights.
- Show intellectual humility, nuanced thinking, and cultural sensitivity engaging diverse perspectives and viewpoints. Can comfortably say, “I don’t know” and then go find out.
- Often play the role of trusted confidante and can handle sensitive information.
- Love to learn and are excited about quickly developing baseline competence across all topics relevant to catastrophic and existential risk.
- Are energized by short notice, important research requests to prepare Executive leaders for consequential meetings.
- Proactively identify when we are wrong and update us with the right source material, including key relevant information missing from our positions on consequential or contested topics. We want to know what we don’t know!
- Are capable of processing the challenging emotional burden of working across all areas of catastrophic and existential risk and engage regularly in restorative practices.
- Are comfortable working remotely within a team distributed across multiple time zones.

The experience, knowledge, and/or skills you'll need to succeed:

- Proven experience as a Research Analyst or similar role, preferably in an academic, corporate, or consulting environment.
- 3+ years of experience.
- Proficient in research methodologies, data collection techniques, and statistical analysis.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and effectively.
- Detail-oriented with a commitment to accuracy and quality in research processes.
- Ability to work independently, manage multiple projects simultaneously, and meet deadlines.
- Strong problem-solving abilities and a keen interest in research and data-driven decision-making.
- Knowledge of ethical research practices and data privacy regulations.

'Nice to have' include:

- Expertise in Geopolitics and/or Global Economics.
- Fluency in languages other than English is a plus.

Additional Information

Over the last three years, the Civilization Research Institute has produced the Consilience Project as its primary publication, which has focused mostly on issues of public sensemaking. We are currently working on a range of high-impact projects across our focus areas of catastrophic risk mitigation, collective intelligence, and improving institutions.

Our people are what make us unique in the field of global catastrophic risk. It's important to us that our ways of working and compensation practices align with our values and enhance our ability to attract and retain great people.

**Trial:**

This is a Full-Time, Trial to Hire position. The majority of full-time team members are brought into the Civilization Research Institute via the Trial to Hire process. Our intention with the Trial is to enable both the candidate and the Civilization Research Institute to assess mutual fit in ways that aren't possible through even the most thorough interview process. At the end of the Trial period, a decision is made to either 1) Offer a permanent role within the Civilization Research Institute 2) Offer a transition to a role with a network partner 3) Conclude the Trial and affiliation with the Civilization Research Institute.

**Compensation:**

The starting compensation will be competitive and depend on a variety

of factors that may include but are not limited to experience, education, training, certification, and location. We do not currently cap salary ranges because we value staff staying in their roles over time.

**Benefits:**

Upon completion of the Trial period, if offered a full-time role, we will offer comprehensive, flexible, and competitive benefits that support the personal health, wellness, and finances of our team members and their families.

*As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.*

About the Civilization  
Research Institute:

**The Civilization Research Institute works to support the emergence of a mature global civilization capable of wisely stewarding the unprecedented power of exponential technologies, in concert with an enduringly healthy biosphere, while avoiding the twin failure modes of catastrophes and dystopias.**

**The essence of the Civilization Research Institute’s work is the development of a set of criteria for a global civilization wise enough to steward the power that our narrow intelligence has created. Our work aims to bring such a future into being.**

		5/5	