

JOB POSTING: Research Manager

The [Builders of Color Coalition](#) is seeking an analytical, detail-oriented, and personable individual to serve as our Research Manager -- convening and compiling research on policy and programmatic interventions to advance individuals of color in the field of real estate.

Hours: Full-time

Location: Boston (most work can be done remotely; occasional in-person events)

Start Date: ASAP no later than 1/15/23

Compensation: \$85-95K annually depending on experience, plus vacation benefits

Responsibilities:

- Lead the planning and management of research committees in 3 key program areas: (1) Capital & Finance (our initial focus); (2) Jobs, Land, and Development Projects; and (3) Education
 - Recruit interested researchers from a range of sectors – e.g., academia, business, government
 - Organize meetings; facilitate collaborative discussions; record notes; document agendas and action steps; set deadlines and create frameworks for accountability
 - Assist committee members with research work, and the production of findings
- Conduct independent research to analyze and compile best practices; write reports
- Distribute research reports to relevant implementation and advocacy organizations nationwide

Requirements:

- Strong writing skills
- Significant experience in research, quantitative and qualitative data analysis, and production of findings
- Demonstrated experience in successful event organization and meeting facilitation; strong collaboration and interpersonal skills
- Background or strong interest in small business development, housing and/or real estate, including financial services
- Strong interest in racial equity advocacy
- Comfort with Tableau, Google Docs, Microsoft Word/Excel, or equivalent platforms
- Ability to conduct manual tasks for occasional, in-person events – including equipment setup/breakdown/transport, with the assistance of administrative and event management staff
- *Key Characteristics:* driven, diligent, self-directed, curious, creative

About the Builders of Color Coalition:

The Builders of Color Coalition (buildersofcolor.com) is an education, networking, and resource consolidating nonprofit -- working to increase access and diversity in Boston's commercial real estate sector, to create a generational impact in expanding economic opportunity. The organization was founded in 2017 and has grown to a base of more than 500 real estate professionals of color and strong connections across the industry. The organization is led by an executive director, program administrator, and a 12-person Board. As outlined in our [4-year strategic plan](#), the next major phase of our work is to convene, compile, and disseminate best practices in creating equitable access to the field of real estate, to enable a range of local and national organizations to implement transformative policies and programs.

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Colleen Fonseca at info@buildersofcolor.com with the subject line 'BCC Research Manager Application'. A writing sample may be requested as part of the application process. We welcome diverse candidates.