



JOB DESCRIPTION: Research Director

Position Description:

Based in Nashville, Think*Tennessee* is a nonpartisan, results-oriented think tank that uses research and advocacy to help build a state where all Tennesseans are civically engaged and economically secure.

We believe our state does best when voters have a say in the decisions that impact their lives and workers earn enough to support their families. That's why we focus our work on researching and advocating for policies that empower voters, support working families, and build a shared understanding of how our state stacks up nationally.

Think*Tennessee* seeks a **Research Director** who is passionate about research and evidence-based public policy that will help affect real and long-lasting change in Tennessee. This is a new position that will be responsible for the production of high-quality research in support of Think*Tennessee*'s policy and strategic objectives.

Think*Tennessee* staff follow a hybrid work schedule with two days (Monday, Tuesday) required in-person in our downtown Nashville office, and the remaining three days either in-person or remote. More information about Think*Tennessee* is available at www.thinktennessee.org.

Key Job Responsibilities:

- Support both the Working Families and Civic Engagement teams through research and data analysis.
- Work with the President and Directors to define research projects, including identifying research questions, establishing research methodology, and finding high-quality data sources.
- Execute research projects with the highest standards of rigor, accuracy, and quality within project timelines.
- Develop datasets, including identifying potential data sources, evaluating source methodology and quality, scraping, cleaning, and merging datasets as needed.
- Use statistical software to produce original quantitative analyses to answer research questions.
- Produce high-quality data visualizations (graphics, maps, tables, and charts) to communicate research findings in a clear, accessible way.
- Distill research into key findings that are easily understood by general audiences.
- Communicate research findings internally to support development of policy products and advocacy strategies.
- Contribute to the production and design of reports and other resources for a variety of audiences.
- Perform other duties as assigned.

Qualifications:***Education and Experience***

- An advanced degree in public policy, economics, or a related field is highly preferred.
- At least 5 years of work experience in a relevant field, e.g., public policy, advocacy, or government, with demonstrated increasing responsibility and managerial experience preferred.

Skills

- Exceptional research and analytical skills including the ability to conduct high-quality data analysis in Stata, SAS, R, or similar programs—are required.
- Academic or professional experience in public policy and/or relevant issue expertise is highly desired.
- Strong data visualization, oral, and written communication skills with the ability to distill conclusions and use text and graphics to communicate conclusions.
- Demonstrated managerial skills to lead associates, research assistants, and interns in producing their best work; ability to troubleshoot and oversee analysis in statistical software.
- Ability to manage and prioritize multiple short- and long-term projects effectively.

Characteristics

- Passion for and demonstrated commitment to Think*Tennessee's* mission and our organizational values.
- Flexible thinker able to adapt to, and thrive in, a changing policy environment.
- Familiarity with Tennessee's political and policymaking environment is preferred.
- Self-motivated with a strong work ethic and an exceptional level of attention to detail.
- Excellent interpersonal skills and ability to work well as part of a team and across organizations.

Compensation: Competitive salary (\$95,000 – \$105,000) commensurate with experience. We offer comprehensive benefits, including medical/dental/vision insurance, retirement, paid family leave, and generous paid time off, including sick leave, vacation days, and holiday schedules.

Location: This position is based in Nashville, TN, and candidates are expected to either reside in Nashville or be willing to relocate after accepting the position.

Commitment to a Diverse Workplace: Think*Tennessee* is an equal opportunity employer. As an organization focused on moving Tennessee forward, we understand that diverse teams are stronger, more innovative, and more productive. Interested candidates who do not meet all listed criteria should still apply, as our organizational structure focuses on providing opportunities for professional growth.

How to apply: Applicants should submit a resume and a cover letter describing their research and data analysis experience [using this form](#) by **June 12**. Applications will be reviewed on a rolling basis. If you experience any challenges submitting this form or have other questions about this role, please reach out to info@thinktn.org.