DOCTORAL RESEARCH ASSISTANT
CASTER FAMILY CENTER FOR NONPROFIT AND PHILANTHROPIC RESEARCH

OVERVIEW
The Caster Family Center for Nonprofit and Philanthropic Research (Caster Center) conducts nonprofit research that has both scientific rigor and practical applicability to the nonprofit and philanthropic sector in San Diego, California, the U.S., and around the world. The Caster Center accesses and analyzes various sources of nonprofit data; designs and executes quantitative and qualitative research; analyzes funding, economic impact, public policy, and environmental trends affecting the sector; and provides needs assessment and program evaluation services to nonprofit organizations. As part of its ongoing public education work, the Caster Center also convenes regular symposia with practitioners in order to discuss its findings within the context of local, regional, and national communities.

Our primary objective is to serve as a valuable resource to nonprofit and grantmaking organizations by helping them achieve their missions, serve the critical needs of their constituents, operate efficiently, provide high quality programs and services, and respond appropriately to donors.

JOB RESPONSIBILITIES
• Conduct needs assessments, program evaluations, and other qualitative and quantitative research on the nonprofit sector. This includes both independent work and projects in collaboration with affiliated faculty, program directors and other research assistants.
• Assist with all aspects of research design, data collection, data analysis, report writing, and packaging results in final products to be presented at academic conferences and to clients, funders and the general public.
• Design and coordination of community events sponsored by the Caster Center and the Institute for Nonprofit Education and Research, in collaboration with Caster Center and Institute staff.
• Assist with all aspects of event coordination, including securing sponsors and presenters, making facilities and logistical arrangements, marketing and public relations, etc.
• Be an ambassador for the Caster Center at community events, donor events, client meetings, academic and practitioner conferences, and selected media interviews, as directed by Caster Center and Institute directors.
• Travel to nonprofit academic conferences (e.g., Association for Research on Nonprofit and Voluntary Action), as directed by Caster Center and Institute directors.
• Be willing and prepared to engage in all work tasks – large and small – to advance the Caster Center.

QUALIFICATIONS
• Demonstrated research skills
• Strong written communication skills
• Strong verbal and interpersonal communication skills
• Professionalism
• Initiative, time management and proven ability to follow through and work independently
• Attention to detail
• Database management skills (e.g., Microsoft Office Suite, SPSS)
• Students hired into this position should be pursuing the Nonprofit/Philanthropic Specialization in the PhD program and will be required to enroll in LEAD 501 – Nonprofit Fundamentals (or other course as approved by supervisor) in their first year.

PREFERENCES
• Executive-level nonprofit management experience
• Demonstrated experience in event coordination
• Demonstrated report production skills

BACKGROUND CHECK
Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized after the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT
• 12-month appointment beginning August 24, 2015
• 20 hours per week

COMPENSATION
• $20,000 salary
• 12 units of tuition scholarship
• Subsidized health insurance

JOB APPLICATION REQUIREMENTS
Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_Nonprofit)
• Letter of interest
• Resume
• Writing Sample
• List of 3 professional or education references who can be contacted via phone

TO APPLY
Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.

Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).