ACLs Leading Edge Fellowship

**Position Title:** Senior Research Coordinator  
**Organization:** Beloved Community  
**Location:** Remote  
**Stipend:** $62,500 in the first year, $65,000 in the second year, plus health insurance and professional development funding  
**Start Date:** September 2022

**ORGANIZATION DESCRIPTION**

Beloved Community is a nonprofit Diversity, Equity and Inclusion (DEI) consulting firm focused on implementing sustainable solutions for racial & economic equity. Our approach is universal, achieving measurable systemic change at home, work, and school. We are dedicated to advancing social justice by developing intensive DEI sessions for leaders across sectors and industries (e.g., housing, hospitality, healthcare, K-12, higher education, tech, for-profit, non-profits). At the heart of our approach lies our theory of change, which is “People Change Systems.” Beloved equips organizational leaders to advance change at individual and institutional levels by: 1) unpacking perceptions and stereotypes of leadership; 2) recalibrating hierarchical dynamics and dismantling white supremacy culture; and 3) increasing staff engagement and sense of belonging. We use cutting edge research to inform work with clients and community partners, and also produce original research to contribute to wider national conversations concerning DEI. Learn more at [https://www.wearebeloved.org/](https://www.wearebeloved.org/)

**POSITION DESCRIPTION**

The Sr. Research Coordinator’s primary function is to provide ongoing support for various research projects in our Equity in Schools, Equity at Work, and Equity at Home strands of work. They will report to the Sr. Director of Research & Impact and collaborate with members of Beloved’s research team.

The Sr. Research Coordinator will serve as a pivotal thought partner, bringing their unique training and subject matter expertise to bear on papers and publications. They will propose, develop and execute research papers and grant applications to advance Beloved’s visibility as a national thought leader in equitable research and DEI best practices. They will also help develop Beloved Community’s subject matter expertise by producing portfolios across the organization’s Equity at Work, Equity at Home, and Equity in Schools strands. These portfolios comprise in-depth literature reviews pertaining to housing, healthcare, hospitality, schools, nonprofit organizations, tech and for-profit entities.

Finally, the Sr. Research Coordinator will help orient clients and community partners to ethical and equitable research. They will help develop and lead workshops on participatory and community-engaged research methods and support the development and implementation of our new Institutional Review Board (IRB), which is one of roughly two dozen IRBs nationwide located outside of an academic institution or research center. In so doing, they will contribute to Beloved’s work in championing more equitable research practices. As a result of their work, the Sr. Research Coordinator will play a key role in disrupting the university/college as the locus of knowledge and instead (re)center non-academic persons and communities as producers of knowledge.

As a result of the research the Sr. Research Coordinator both supports and leads, Beloved and industry leaders across the country will have research findings and insights with which to advance DEI practices and influence policy advocacy in public education, healthcare, housing, and workforce development. The

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fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

**Responsibilities and tasks:**

- Lead data collection efforts for client-facing projects, including the development of research instruments, circulation of consent forms, conducting focus groups and interviews, etc.*
- Manage, code, and analyze raw data gathered in focus groups, 1:1 interviews, etc.*
- Generate insights and recommendations reports based on findings.
- Lead discrete grant-funded and/or internally-initiated research projects, from design and execution to analysis and findings dissemination and publication.
- Conduct secondary research, and produce literature reviews on a wide range of topics.
- Co-design and manage internal evaluations and assessments.
- Serve as a positive and constructively critical thought-partner with colleagues.
- Ideate on various stages of research, contributing to white papers, report briefs and articles.
- Prepare research results for internal and external dissemination, including academic, practitioner, and public audiences.
- Work closely with our communications team to amplify our research findings.
- Identify and submit proposals to conferences to increase the visibility of Beloved’s research.
- Research methods and analysis training will be provided as part of orientation and onboarding by Beloved Community’s research staff.

**Qualifications:**

- PhD in any field of the humanities or humanistic social sciences. Read more about eligible fields in our [FAQ];
- Research and project management experience;
- Proficient and knowledgeable in the use of current computer software and tools such as Microsoft Office Word, PowerPoint, Excel, Google Suite, and Asana;
- Background and/or interest in housing, hospitality, workforce development, healthcare, education, and/or youth development;
- Demonstrated commitment to diversity, equity, and inclusion (both personally and professionally);
- Ability to write for a public audience.

*Preferred:*

- Fluency in Spanish is a plus;
- Mixed methods (both quantitative and qualitative research proficiency) background.

**APPLICATIONS**

- Information on the Leading Edge Fellowship Program: [https://www.acls.org/competitions/acls-leading-edge-fellowships/](https://www.acls.org/competitions/acls-leading-edge-fellowships/)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 28, 2022, 9pm EDT

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