



**Program and Research Analyst  
Charlotte, NC**

## **POSITION OVERVIEW**

The Duke Endowment (the Endowment) is seeking nominations and applications for the newly created position of Program and Research Analyst (PRA). Reporting to the Director of Higher Education, the PRA will support the Endowment's capacity and culture for continuous learning and improvement by conducting research and analysis to support and develop the higher education program area.

Under the leadership of President Rhett Mabry, the Endowment continues to fulfill the legacy of James Buchanan Duke through its work to help people and strengthen communities in North Carolina and South Carolina by nurturing children, promoting health, educating minds, and enriching spirits. In pursuit of that vision, the Program and Research Analyst will be a critical partner to the Director of Higher Education in carrying out research and analysis into the context and changing environment of higher education, in the Carolinas and beyond, helping to inform the best areas for further investment.

Specially, the PRA will conduct research and analysis to support and develop the higher education program area; monitor trends and data in higher education that are relevant to the four colleges/universities supported by the Endowment; prepare and share findings with Endowment Trustees; perform due diligence in the grantmaking process, including monitoring results of grants; and represent the Endowment at meetings with grantees, as well as attend other relevant conferences and meetings.

## **THE DUKE ENDOWMENT**

Since 1924, The Duke Endowment has worked to help people and strengthen communities in North Carolina and South Carolina by nurturing children, promoting health, educating minds, and enriching spirits. Located in Charlotte, N.C., the Endowment seeks to fulfill the innovative legacy of James Buchanan Duke, one of the great industrialists and philanthropists of the 20<sup>th</sup> century. Mr. Duke established the Endowment with \$40 million. In 1925, it was expanded with an additional \$67 million from his estate. Adjusted for present value, Mr. Duke's total gifts would amount to almost \$1.4 billion today.

The Endowment has awarded over \$3.3 billion in grants since its inception, including nearly \$1.5 billion to Duke University. With assets of \$3.4 billion, the Endowment is one of the nation's largest private foundations. Today, more than 83 percent of total spending goes directly to grantmaking. In addition to investing in four main program areas (child care, health care, higher education, and rural church), the Endowment operates a fellowship program to cultivate emerging leaders in philanthropy.

## **The Endowment's Guiding Principles**

- Apply discretion to address current and emerging issues.
- Award grants that strengthen organizations, replicate successes, test innovation.
- Optimize resources; hold staff and grantees accountable for results.
- Lead ethically: seek diverse opinions, foster ideas, pursue sound risks.
- Build effective relations via listening, learning, collaborating.
- Share information on successes, failures, lessons learned.



## The Endowment's Program Areas

- **Nurturing Children:** By expanding opportunities for vulnerable children in North Carolina and South Carolina, The Duke Endowment hopes to help them lead successful lives as they mature. The Endowment works through accredited organizations and other select nonprofit groups to help children who are without the benefit of family support, or are at risk of losing such support, reach developmental milestones and prepare for successful transitions to adulthood. Focusing on advancing evidence-based, nationally recognized practices that promote child well-being, the Endowment supports early intervention, collaborative approaches, and projects that help organizations serve children and their families more effectively.
- **Improving Health & Wellness:** As the health care field continues to evolve into a comprehensive, service-delivery system, and as advancements in medicine and medical education allow people with chronic diseases to live longer lives, a variety of barriers to health remain. The Duke Endowment aims to remove those barriers and improve the lives of individuals in North Carolina and South Carolina, seeking lasting change by working to expand prevention and early intervention programs, improving the quality and safety of services, and increasing access to care.
- **Fostering Excellence Through Education:** In an increasingly competitive global environment, the need for exceptional educational experiences is critical. The Duke Endowment works through select colleges and universities (Davidson College, Duke University, Furman University, and Johnson C. Smith University) to support undergraduate programs, scholarships, professorships, and faculty with the goal of educating people whose future contributions will benefit society. The Endowment focuses on academic excellence, making education more affordable for qualified students, and developing engagement opportunities that serve local communities as well as students.
- **Strengthening Communities Through Strong Rural Churches:** United Methodist Churches have deep roots across North Carolina and play pivotal roles within rural districts. In addition to being centers of weekly worship, baptisms, weddings and funerals, these churches are home to community events, food pantries, and child care centers. By developing rural United Methodist churches and supporting their clergy leaders, the Endowment aims to expand church outreach across North Carolina and works collaboratively with the North Carolina and Western North Carolina conferences of the United Methodist Church and Duke Divinity School to help rural churches serve their neighbors.

For more information about The Duke Endowment, visit <http://dukeendowment.org/>.

## OPPORTUNITIES AND CHALLENGES FOR THE RESEARCH AND PROGRAM ANALYST

This newly created position will be expected to fulfill the following primary responsibilities:

- Conduct research, perform analysis and provide strategy support on various topics related to higher education and the Endowment's grantmaking in this area.
- Prepare summaries, white papers, and reports to share with various audiences, including Endowment Trustees, other program areas, the Endowment-supported schools, and/or the higher education sector.
- Monitor results of higher education grants; work with the Endowment's evaluation team and the higher education director to analyze and assess the impact of grantmaking activities and to propose course corrections/new approaches as needed.



- Ensure the integrity of the higher education's grantmaking data in the Endowment's various information systems.
- Assist with convening meetings and conferences for grantees.
- Participate in intra-Endowment committees and special projects as appropriate.
- Represent the Endowment in relationships with grantees and participates in meetings with other philanthropic organizations at state and national meetings.

### QUALIFICATIONS OF THE IDEAL CANDIDATE

- Graduate degree and/or at least three years of experience within the higher education or related sector.
- Strong communication skills, both written and verbal, when relating to internal staff, grantees and other external constituents.
- Strong analytical skills; ability and drive to analyze and synthesize data, and to organize and process significant interrelated information.
- Interpersonal skills that will allow the position to build relationships both internally and externally.
- Initiative to contribute and share ideas, and to engage others to learn from diverse perspectives and opinions.
- Ability to meet deadlines and take initiative to pursue work, assist others and resolve problems and issues.
- Proficient knowledge of Microsoft Office Suite (Word, Excel, Power Point, Adobe/PDF), the Internet, GIFTS grant-tracking software, and any specialized technology relevant to a specific program area.

### TO APPLY

Applications including a cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position should be submitted to: [TDE-PRA@nonprofitprofessionals.com](mailto:TDE-PRA@nonprofitprofessionals.com).

*The Duke Endowment is an Equal Opportunity Employer that values diversity. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law. People of all backgrounds are encouraged to apply.*