



The Forum for Sustainable and Responsible Investment

## **Research Manager**

**January 2019**

### **DESCRIPTION:**

US SIF: The Forum for Sustainable and Responsible Investment seeks an experienced researcher and writer for the position of **Research Manager**. The candidate should have a background in sustainable and responsible investing and excellent research, writing and editing skills. The candidate should be comfortable with public speaking.

The Research Manager is primarily responsible for supporting the Director of Research in the production of an array of written materials for an internal and external audience. This includes research and writing for US SIF Foundation publications and reports, such as the biennial report on the scope of sustainable and responsible investing in the United States, foundation proposals, and other program initiatives. The Research Manager will also assist in writing press releases, the monthly newsletter, annual report, op-eds and other communications materials. She or he will help write and edit other internal and external documents. She or he may also be engaged in some aspects of our national conference and will be responsible for responding to some press inquiries on our research. The candidate should bring creative energy to US SIF, be self motivated and a team player.

**The Research Manager position offers many opportunities for creativity and professional growth.**

**Reports to:** The Research Manager position reports to the Research Director and is based in Washington, DC.

### **RESPONSIBILITIES:**

Specific duties include, but are not limited to the following:

- Write and edit blogs, op-eds, articles, reports and other internal and external documents.
- Conduct research and gather and assemble data and information necessary for the production, coordination and editing of US SIF publications and reports, including the biennial sustainable and responsible trends report and the Annual Report.
- Manage research and production schedule for US SIF's biennial report on US sustainable, responsible and impact investing trends and chair regular calls of the trends report research team.
- Work with Research Director to develop schedule and monthly production of topical blogs for US SIF website.
- Assist in research necessary for development of online courses, resource guides and informational fact sheets on sustainable and responsible investing.
- Represent US SIF at various events and respond to some media inquiries.

### **QUALIFICATIONS:**

The ideal candidate will have the following traits and qualifications:

- Bachelor degree.
- Minimum of five years significant writing and research experience.
- Knowledge of sustainable and responsible investing.
- Ability to organize and track multiple projects and work under pressure to meet deadlines in a fast-paced environment.
- Good public speaking skills; ability to respond to media.
- Highly-developed writing, editing and proofing skills.
- Ability to work both independently and as part of a team.
- Proficiency in office software (Word, Excel, PowerPoint) and Internet.
- Entrepreneurial spirit, sense of humor and a positive attitude.

**BENEFITS INCLUDE:**

- 15 days of paid vacation, plus two personal days.
- 401K plan with employer contributions.
- Employer-subsidized health and dental insurance.
- Metro smart benefits, disability insurance and flexible spending account.

Compensation will be based on experience and qualifications and non-profit pay scales.

**APPLICATION PROCESS:**

Please send a letter of application, resume, a writing sample and salary requirements to: [info@ussif.org](mailto:info@ussif.org). Use subject line “Research Manager”. No phone calls please.

**Deadline:** Applications will be reviewed on an ongoing basis through **March 31, 2019**

**About US SIF: The Forum for Sustainable and Responsible Investment**

**US SIF: The Forum for Sustainable and Responsible Investment** is the leading voice advancing sustainable, responsible and impact investing across all asset classes. Our mission is to rapidly shift investment practices toward sustainability, focusing on long-term investment and the generation of positive social and environmental impacts. US SIF members include investment management and advisory firms, mutual fund companies, asset owners, research firms, financial planners and advisors, broker-dealers, community investing organizations and nonprofit organizations.

US SIF is supported in its work by the **US SIF Foundation**, a 501(C)(3) organization that undertakes educational, research and programmatic activities to advance the mission of US SIF. Both organizations are located in Washington DC Learn more at [www.ussif.org](http://www.ussif.org).

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