



HIT Strategies is a rapidly growing polling, messaging, and strategic research firm that uses innovative research methods to understand, communicate with and mobilize some of the hardest to reach communities in society. Women, millennials (+ gen-z), and minorities are irreversibly shifting voting and consumer patterns in America. At HIT Strategies, we apply our lived experiences at the intersections of society to explore and empower these communities so our partners can realize the full potential of rapid diversification in America.

### Position: Analyst

A progressive Washington, DC research firm is seeking an Analyst to work in the fast-paced environment of qualitative and quantitative research. Due to the startup nature of the company, a dedicated self-starter who is eager to learn on the job and grow into a more prominent role would be ideal for this position. We work closely with political organizations and candidates, so interest in electoral politics is preferred. This position allows for the opportunity to work remotely as needed.

### Key Objectives:

- Manage research projects, specifically logistics, plan implementation, and coordinate client product delivery
- Drive accurate, high-quality ethical analysis of behaviors, attitudes, values, and other drivers in research populations
- Engage clients in providing specialized guidance and consultation that allows clients to achieve their objectives and goals
- Contribute and drive process improvements in research design, data collection, analysis, and consulting

### Responsibilities may include but are not limited to:

- Managing research projects of both qualitative and quantitative substance from the design stage to final analysis, including evaluating project design feasibility, directly managing vendor performance
- Drafting public opinion surveys for a variety of research audiences, including determining appropriate questions, developing polls and screeners, composing moderator and research guides for qualitative research
- Defining, proposing, and extracting survey samples from various database sources and coordinating delivery to data collection sub-contractors
- Monitoring survey response partial data, mid-project or in real-time, and reporting up progress, notifying concerns, and managing adjustments with sub-contractors
- Analyzing completed data and presenting it to clients in a visually compelling way
- Managing client's timeline and project objectives and goals, helping define the scope of work with guiding questions
- Briefing and training qualitative group moderators
- Initiating polls and conducting focus groups
- Developing voter-driven proof points by marking up and extracting quotes from focus group transcripts

- Reviewing and approving data products, including cross tabs, topline, dashboards, and analytical reports
- Producing and delivering snapshot briefs for clients ahead of final analysis and reports
- Ensuring that clients within your portfolio receive their final products
- Writing and producing visually compelling and accurate analytical reports include but are not limited to statistical facts, key data trends, and critical insights pertinent to client objectives and outcomes.

#### Desired Qualifications:

- Bachelor's Degree in Political Science, Marketing, Mass Communications, Economics, Statistics, Humanities, or a related concentration required
- Excellent written and oral communication skills
- At least two to four years of previous work experience in a related field
- Previous experience managing vendors progress and interacting with clients for product delivery
- Ability to work with others efficiently in a fast-paced environment
- Ability to work non-traditional hours when the project or client need necessitates
- Ability to produce a variety of high-quality analysis and presentations as demonstrated by a portfolio of work samples
- Strong analytical, problem solving, and decision-making skills
- Proficiency with SPSS or equivalent statistical software and Tableau a plus
- Familiarity with VAN, Catalist, or other voterfiles
- Proficiency with Microsoft Office – especially Excel and PowerPoint

#### Base Salary:

- \$60,000 – \$90,000, annually dependent upon experience
- Generous spot and end-of-year bonus package that equals at least 10% of annual salary.
- Unlimited vacation and sick days
- Health care with 80% of premiums paid by HIT Strategies
- Fringe benefit package
- Employer retirement matching at up to 3% of annual salary
- Student loan forgiveness
- Cell phone and internet repayment stipend

Diversity, equity, and inclusion are at the heart of our mission. We want our team to reflect the incredible diversity of the country. Therefore, we especially encourage applications from people of color, LGBTQ individuals, people with disabilities, and other groups underrepresented in our political system.

To apply for this position, please submit a resume and cover letter detailing interest and your qualifications to [careers@hitstrat.com](mailto:careers@hitstrat.com). Applications will be reviewed on a rolling basis.