



Job Description

Job Title: Research Analyst/Specialist

Department: Administrative/Office Management/Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, INC.) is a faith-based non-profit organization designed to provide case management services to the local community (Maryland and Washington, D.C.) Surrounding Domestic Violence, Mental Health, Mental Awareness, Conflict Resolution and Enrichment Programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, INC., is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability. Working with a fast-paced development team, the Vice President, and Chief Operations Officer (COO) will be responsible for the planning and implementation of all business, finance, and data management functions that enable a best-in-class Development program. The President, Vice President and Chief Operations Officer will manage and build the Grant Services, Development Services, and Development Support teams.

DSF, INC. is driven to provide prestigious services by the following core values:

- Spirituality Building
- Integrity
- Hospitality
- The Love of People
- Healing
- Serving others
- Unity
- Enriching Lives

We are seeking a professional and highly motivated Research Analyst/Specialist volunteer to join our team. Professionals drive efficiency, improve flexibility, and increase responsiveness by furnishing

proactive insights and enhancing decision-making. Teams advise, implement, and operate transformational solutions by providing operational know-how, digital technologies, advanced analytics, and industry-specific hybrid solutions. Teams also optimize operations, product, material flows, and create greater synergy for support to optimize mission performance.

Responsibilities include, but are not limited to:

- Conduct literature reviews
- Collect and analyze data
- Prepare materials for submission to granting agencies and foundations
- Prepare materials for DSF, Inc's Board review
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Provide ready access to all experimental data for the DSF, Inc. management team
- Request or acquire equipment or supplies necessary for the projects
- Manage and respond to DSF, Inc. related email
- Prepare, maintain, and update website, proposals, handbooks, policies and reporting materials
- Supervise intern & Volunteers working on research projects (maintaining records on assignment completion, acting as liaison/mediator between the interns /volunteers and the faculty researcher)
- Attend project meetings
- Attend virtual area seminars and other meetings as necessary
- Summarize project results
- Prepare progress reports for the management team and funding agencies
- Prepare other articles, reports, and presentations
- Monitor project(s) budget

Other duties and responsibilities may be assigned by the management team. Work requirements and schedules must be discussed with management to ensure that work priorities can be accomplished in the timeframe allotted prior to deadlines. Concerns about any additional responsibilities should be discussed with the Director.