



POSITION DESCRIPTION

Job Title: Researcher

Location: Oakland, CA

THE OPPORTUNITY

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is looking to hire a full-time Researcher to join our team in our Bay Area (Oakland) office. Expectations are that this person would work in the office a minimum of 50% of the time, with the flexibility to work from home otherwise.

This position is a great opportunity for those who are interested in pursuing a career in public policy and politics, providing a chance to participate in policy decisions and develop a richer understanding of high-profile political campaigns at the local, state and national level. Those who successfully grow in this position will find themselves leading research efforts, presenting research findings, and providing clients with strategic recommendations and guidance.

THE COMPANY

Since 1981, FM3 has specialized in providing public policy-oriented opinion research to guide Democratic political candidates, ballot measure committees, private sector corporations, non-profit organizations, and government agencies.

Our 25-person company (with presences in Oakland, Los Angeles, and Portland) conducts as many as 300 surveys and 150 focus groups each year, focusing on federal, state, and local elections and issues including the environment; clean energy; housing; climate change; transportation; health care; education; public finance; drug policy; growth and development; and the particular implications of public policy for groups such as people of color, children and seniors. Sample clients can be found on our website: fm3research.com.

RESPONSIBILITIES

Researchers work closely with senior members of FM3's research team on all aspects of quantitative research (e.g., surveys) and qualitative research (e.g., focus groups, executive interviews, and online discussion boards) conducted for our clients.

Specific responsibilities will include, but are not limited to:

- Conducting background research to inform survey questionnaire and focus group discussion guide design
- Reviewing and finalizing research instruments for fielding, and writing initial survey drafts
- Using Census and voter database information to provide summary statistics of sample universes to inform survey sampling, quotas, and weighting
- Refining codebooks for verbatim survey responses
- Preparing focus group materials and reviewing verbatim transcripts for strategic analysis
- Directing FM3's Data Processing Team on compiling cross-tabulated survey results
- With assistance from senior research staff, directing FM3's Graphics Team on presentation of survey results
- Drafting research proposals and scopes of work
- Observing and eventually moderating in-person and online focus groups or online discussion boards
- Public presentations (before city councils, school boards, etc.) and client briefings
- Keeping abreast of pertinent policy issues and changes in the local, state and federal political landscapes
- Contributing to the FM3's evolving methodological approaches to opinion research
- Assisting and supporting FM3 researchers as necessary to ensure excellent client service.

REQUIREMENTS AND PREFERRED QUALIFICATIONS

- Candidates must have a strong character, ability to excel in a dynamic team environment, and a commitment to delivering exceptional client service, given that our work environment requires interdisciplinary problem solving, often on compressed timelines
- A Bachelor's degree, as well as either first-hand experience with electoral politics and public policy issues or a Master's degree in a public policy-related field
- Strong quantitative and qualitative analytical skills
- Ability to multi-task, think strategically, pay attention to details, show initiative, and be a self-starter
- Excellent writing and verbal communication skills
- A high level of proficiency with Microsoft Word, PowerPoint and Excel
- Occasional evening presentations and focus groups, as well as limited (typically in-state) travel, all of which may sometimes require overnight stays
- Prior exposure to quantitative and qualitative opinion research is a positive
- Spanish language proficiency is a positive

COMPENSATION AND BENEFITS

The position will offer a competitive compensation package, with a base salary range of \$65,000 - \$80,000 (depending upon education, experience, and qualifications), annual individual and company performance-based bonuses, and full benefits—including medical/dental/vision insurance, paid parental leave, and company profit-sharing contributions to employee 401(k)s.

HOW TO APPLY

Send resume and cover letter (as a single document) to resume@fm3research.com with the subject line “FM3 Oakland Researcher Position.” Be sure to include details on where you heard about this position and why you feel you would be a good fit at FM3 in your cover letter.

FM3 is committed to diversity in its workforce. FM3 is an equal opportunity employer and ensures the promotion of equal opportunity for all persons employed or seeking employment, without regard to race, color, creed, national origin, sex, sexual orientation, age or disability status. Potential employees reflecting California's diversity are encouraged to apply.