



## POSITION ANNOUNCEMENT

### Research Manager

Reports To: Program Director

Virtual, New York, NY Headquarters preferred

Closing Date: September 7th, 2025

### About Environmental Grantmakers Association

Environmental Grantmakers Association (EGA), a non-profit membership organization, represents over 200 foundations from across North America and around the world who collectively hold approximately \$200 billion in assets and give more than \$2.7 billion dollars annually to environmental causes. EGA is focused on supporting equitable and sustainable ecosystems, healthy communities and a just economy. EGA promotes effective environmental philanthropy by sharing sector knowledge, fostering strategic debate, cultivating leadership, and facilitating collaboration for action.

More information about EGA can be found at [www.ega.org](http://www.ega.org).

### What We Do

EGA convenes members and partners to practice just philanthropy in support of people and the planet. Our annual convenings, peer learning spaces, and services catalyze our network of environmental grantmakers to bolster strategic philanthropy for equitable and interdependent ecosystems, healthy communities, and sustainable economies.

### Our Values

Our vision is to create a habitable planet with sustainable economies that recognize the enduring value of equity to ecosystem health. EGA's north star is our [Racial Equity POV](#), a collective commitment by EGA's board, staff, and members, to advance racial equity in environmental philanthropy. By engaging members on a wide spectrum of environmental issues framed through a racial equity lens, EGA is driving the [collective power](#) of environmental philanthropy to build a healthy planet for all people.

Learn more about EGA at [www.ega.org](http://www.ega.org).

## **About *Tracking the Field***

*Tracking the Field* (TTF) is a research program at the Environmental Grantmakers Association, with the purpose to deepen understanding of trends, challenges, and critical needs in environmental philanthropy. Started in 2007, TTF now covers over 180,000 grants totaling \$22 billion in giving dollars, with over 15,000 being added annually. This data is maintained in a secure searchable online database. The data provides in-depth, historical analyses of environmental giving trends and helps funders see how their grantmaking fits into the larger ecosystem of funding. TTF offers data services at multiple levels, including the searchable database, [Tracking the Field reports](#), and custom data services at the request of members and partners.

## **About the Position**

Reporting to the Program Director, the Research Manager is responsible for managing EGA's *Tracking the Field* database and research program. The Research Manager oversees EGA's research, member data collection, entry and analysis. The Manager ensures data accuracy and consistency, and leads EGA's biannual *Tracking the Field* report. The Manager leads production of custom analyses for EGA members, partners and the sector. The Research Manager is a storyteller of data. They are skilled in analyzing more than 180,000 grants to identify key findings and trends. They will apply data insights on environmental grantmaking to support EGA initiatives for members and partners, including EGA's signature events.

## **Roles and Responsibilities**

### *Database Management & Analysis:*

- Database Management: Monitor *Tracking the Field* (TTF) data collection process, data entry and coding by overseeing the data research team. Conduct data review and database cleaning to maintain data integrity.
- Data Analysis: Conduct data analysis for all TTF projects, and develop materials, key findings, sector analysis and other research tasks.
- Member Data Services: Provide ongoing database access support to EGA members and TTF partners. Deliver analysis and interpretation of data to members.

### *Project & People Management:*

- TTF Project Management: Project manage TTF data collection, entry, analysis and presentation. This includes managing timelines, drafting

contracts, completing invoicing and tracking project budget actuals. Lead and work with the Program Director, as needed, to steward client stewardship communications for ongoing projects with external partners.

- TTF Consultant Team Management: Manage a team of 5 – 7 part-time TTF research consultants working on data collection, entry, cleaning, analysis and report writing. Lead the hiring and training of the TTF consultants, with the support of the Program Director.
- Fundraising Support: Support Program Director in fundraising for the Tracking the Field program and identifying new sources for program revenue including cultivating relationships with potential clients and partners.

### *Data Communications*

- Reports: Lead the planning, developing and delivering of TTF reports with the Research team (e.g. [\*Tracking the Field Volume 8: Analyzing Trends in Environmental Grantmaking\*](#)). This necessitates the creation and writing of reports, and generation of data visualizations in collaboration with a graphic designer.
  - Create custom in-depth research and data reports tailored for members as it relates to their specific interest areas, in collaboration with the TTF consultant team, the Program Director, and a graphic designer. (e.g. [\*Summary of Funding to Aquaculture & Fisheries, 2016 – 2021\*](#))
- External Communication: Highlight TTF research and resources for EGA members, in collaboration with the Communications team and the Membership team. Present about TTF at partner conferences to share findings with a broader audience of funders (travel as needed).
- Program Integration: Develop materials and tools which bring timely, relevant *Tracking the Field* data and knowledge to participants of EGA's new and existing programs.
- EGA Annual Events: Create custom data analysis on environmental grantmaking to feature at EGA events to educate members and partners in attendance. Travel as needed.

### **Must Have Qualifications and Experience**

The successful candidate should have the following skills and abilities:

- Data Management & Analysis:

- At least 5 years of work experience in the areas of data collection, analysis and/or research.
  - Demonstrable quantitative data analysis skills. Mastery of Microsoft Excel, including confidence with Vlookups and pivot tables.
  - Deep experience in data analysis and visualization, including excelling at training others in these skills.
  - Experience working with databases. Adept at managing large datasets and maintaining data integrity and consistency.
  - Experience writing and producing accessible data-driven reports and presentations.
  - Knowledge of environmental grantmaking and familiarity with philanthropic data, especially IRS 990 forms is highly desirable.
- Project & People Management:
    - Excellent interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff and external parties.
    - Relevant experience managing teams to complete projects related to data entry, integrity, analysis, and/or presentation.
    - Strong project management skills. Able to manage multiple projects and deadlines simultaneously.
    - Highly organized and extremely detail oriented.
- Data Communications:
    - Excellent data communication skills, both oral and written. Ability to draft and proofread reports. Skilled in presenting complex data tailored to the needs of distinct audiences.
    - Demonstrable understanding of a wide range of environmental issues. In-depth knowledge of at least a few environmental issues and a clear understanding of their intersectionality with racial equity.
    - Experience making public presentations on research.
- Other
    - Travel requirement for EGA events, partner events, and annual in-person staff strategy meetings.
    - Ability to work independently on multiple projects, prioritize, work under pressure, and meet short deadlines with flexibility.
    - In occasional all hands situations, to meet organizational deadlines, this position may infrequently be required to work beyond standard business hours.

### **Expectations of All Positions**

Each employee is expected to:

- Understand and support the mission and Racial Equity POV of EGA.
- Respect and value those who partner with EGA.
- Respect each EGA employee's contribution and support colleagues in fulfilling their responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to EGA activities and conversations that strengthen EGA's culture and improve its effectiveness in all work relationships.
- Candidates must be able to complete an I-9 form to verify their eligibility to work in the U.S

### **Nice to Have Qualifications and Experience**

- Experience using software platforms such as CiviCRM, Adobe Illustrator, and/or visual analytics platforms like Tableau.
- Experience working in philanthropy or nonprofit settings.
- Masters or Graduate Level Education.
- Experience training others in data analysis, visualization and data communications.

### **Compensation and Benefits**

Compensation and Benefits The salary for this position is \$80,000. EGA reviews compensation on a regular basis to ensure market competitiveness and internal pay equity.

We offer a generous benefits package that includes but is not limited to:

- Medical, Vision, Dental
- 401k plan, in which the EGA contributes up to 15% of employees' pay. Employees are fully vested after three years of employment.
- FSA
- HSA with employer contributions of up to \$1,500
- Upon hire, new staff receive up to 20 vacation days, prorated based on the hire date.

EGA has adopted a hybrid-remote model. During the current hybrid work arrangement experiment, this role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) 2 days a week if located in the NY metro area.

### **EGA's AI Policy**

EGA remains committed to human centered support of our membership as a

matter of principle and as one of our core ways of working, mindfully. As needed EGA will adopt new technology and practices to advance its mission with our values at the forefront of our decision making. Any new and existing technology and practices used must align with the EGA's vision, mission, and culture.

As a result of the increased awareness and widespread usage of artificial intelligence (AI), EGA will carefully assess the utility and value-alignment of AI solutions before they are applied to our work. As a rule, AI usage is not preferred or a standard for use in the development of communications, evaluation, program development or maintenance and it is not authorized for use in our recordkeeping, note taking or concept development because our best resource is our thinking, caring and relationship to one another and our community.

### **About the Application Process**

Please submit your application by completing [this form](#) by September 7th, 2025.

***No calls, queries, or faxed applications will be accepted.***

*Environmental Grantmakers Association is an equal opportunity employer who encourages leaders from marginalized communities to apply and considers all applications without regard to race, color, religion, creed, gender identity, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.*

