



Index Research Fellow Job Description

Duties and Responsibilities:

The primary responsibility of the PT Index Research Fellow at Women's Foundation of Massachusetts "The Foundation" is to perform the annual update of the Foundation's Women & Girls Philanthropy Index of Massachusetts.

The main responsibilities include:

- Perform Annual Update of the Foundation's Women and Girls Philanthropy Index of Massachusetts. This index uses methodology created by the Indiana University's Lilly Family School of Philanthropy Women's Philanthropy Institute for their national Women and Girls Index.

Annual Index Update

- Use Python program to scrape IRS data for giving to all nonprofits in the State of Massachusetts
- Use Women's Philanthropy Institute list of women and girl serving organizations in MA to determine the organizations to be included in the calculation of giving to women and girls
- Review the data for duplicates and other anomalies, make sure the data is correct; add any organizations that should be included that are missing
- Perform the calculation (% of giving to women and girls in MA)
- Analyze the data
 - Find trends or other information that might be relevant or interesting to highlight

- Make sure that all organizations that still have the same address in MA are included in the list of nonprofits
- Create a program to look at regional percentages inside of MA (e.g. Central, Western, Southeast, Northeast etc)
- Create an Infographic to share with The Foundation Marketing team
- Help create a press release to share
- Help create social media posts and other collateral to share the information

This work typically takes place during the first quarter of the calendar year. The required hours will depend on the skill of the research intern. Expected stipend is \$3500-5000 depending on experience and skill. It is expected that this internship would begin in late November and continue through until late February or early March when the Index is published and would recur every year for at least several years.

Reports to the President.

Qualifications and Skills Required:

- Proficiency in Python or very similar computer programming language
- Be enrolled in a graduate program with a few years to complete in order to intern for several years
- Exceptional Excel skills and database management
- Ability to manage multiple projects, set priorities, meet deadlines
- Familiarity with basic presentation technology such as Canva and Adobe
- Exceptional attention to detail
- Friendly disposition and great sense of humor
- Ability to work well independently and as part of a large volunteer team

Physical Requirements:

Ability to sit for extended periods of time while simultaneously performing data entry and information intake via phone. Can be met with or without reasonable accommodation.

Salary/Compensation: \$3500-5000 per year depending on experience.

Nondiscrimination Clause

Except as to fulfill the Mission of the Foundation (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the Foundation shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the Foundation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

How to Apply

Please email a cover letter **and** resume to Patti Satterthwaite or Sheila Walsh at hr@wfboston.org