FREEDMAN CONSULTING, LLC

Freedman Consulting, LLC: Research Associate, Bloomberg Cities Content Unit
Washington, DC*

Freedman Consulting, LLC, a strategic consulting firm, seeks a Research Associate to perform research, analysis, writing, and assist with operational support for the firm's Bloomberg Cities Content Unit. The Research Associate will join a growing team of research and content professionals working in partnership with Bloomberg Philanthropies to elevate and advance the rapidly growing and evolving public-sector innovation movement. The Research Associate will support research projects across a range of policy areas impacting local governments to bolster Bloomberg Philanthropies' government innovation efforts.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

Reporting to the Research Manager, primary responsibilities for this Research Associate include:

- Researching and analyzing current themes, trends, research outputs and best practices
- Collecting and analyzing data on municipal elections for the development of reports for the client
- Collecting and analyzing data to obtain relevant insights and advice on the client's operations
- Drafting reports, memos, briefs, and other client deliverables
- Contributing to preparation for client meetings and presentations
- Providing administrative, operational, and logistical support to the Content Unit team, including scheduling, maintaining internal and external task lists, and note taking

Qualifications of the Ideal Candidate:
Approximately 1-3 years of research and analysis, consulting, or policy-related experience is preferred. Interest in urban planning, innovation, and cities is desirable, but not required. Applicants must possess a mix of quantitative (data collection and data analysis) and qualitative skills (strong writing and research skills), as well as attention to detail and the ability to effectively manage multiple tasks in a fast-paced environment. Salary and benefits are competitive and based on experience.

To apply, please submit your resume, cover letter, and one writing samples to RA-CU@tfreedmanconsulting.com.

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Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

All Freedman Consulting employees are currently working remotely during the COVID-19 crisis and new employees would work remotely until conditions are determined safe for office reopening.