**Jerusalem Institute for Policy Research**

**Milken Innovation Center**

**Research Analyst**

**Organization Description**

The Jerusalem Institute for Policy Research - Milken Innovation Center (www.milkeninnovationcenter.org) is a publicly supported, nonpartisan, independent think tank. By combining the tools of modern analytics with creativity in the capital markets, we put our research to work, turning ideas into action. Through a variety of in-depth research projects, our research products form the foundation of fact-based decision-making in a variety of disciplines. Areas of focus include environmental finance, regional development, project finance, social investing, and capital market innovations.

**Position Summary: Research Analyst**

The Jerusalem Institute for Policy Research is seeking a Research Analyst to join the Milken Innovation Center in Jerusalem. The position is a hands-on, technical position focusing on project finance and policy development in the areas of regional development, social investing, international development finance, and environmental finance.

The Research Analyst will collaborate, consult and assist other members of the Milken Innovation Center Staff.

**Main Responsibilities**

* Gathering primary and secondary project data (including field visits), economic and statistical data, and apply demonstrated understanding of quantitative analysis.
* Identifying, reviewing, summarizing, analyzing and synthesizing relevant literatures (international and Israeli).
* Communicating and translating finance and accounting principles as they relate to policy design and project development.
* Knowledge and experience with financial modeling, including researching project assumptions, designing projections, preparing and analyzing financial statements, and conducting sensitivity analyses.
* Design and maintenance of project databases, including gathering information about projects, entering and updating project information, and creating project reports, as needed.
* Identifying and cultivatingcontacts in the project development, economic development, community development and financial communities, including project developers, lenders, funders, and government contacts.
* Attending meetings with project developers, local and regional authorities, and Government Ministries, local and regional authorities, and institute staff.
* Maintaining meeting notes, project summaries, and providing updates to stakeholders as needed.
* Preparation of presentations and reports about project activities.

**Other Responsibilities**

* Attending staff meetings with Milken Innovation Center staff and Milken Fellows, as required.
* Assisting Milken Fellows with research projects, as assigned.
* Attending professional conferences, meetings, and forums, representing the Milken Innovation Center, as needed.
* Presenting findings, analysis, and interacting with institute staff on an ongoing basis.
* Translation of key documents together with Milken Innovation Staff (English to Hebrew).
* Supporting other professional staff of the Milken Innovation Center, as needed.

**Qualifications**

* The Research Analyst must be a motivated professional who can work both independently and as a member of a project and research team.
* The ideal candidate will hold a bachelor’s in economics and/or statistics and/or accounting, and an advanced degree in finance, economics, real estate, law and/or business administration.
* The Research Analyst should have background in economic development and finance.
* The Research Analyst must have demonstrated research experience and the ability to produce written, coherent and concise deliverables. Academic and applied research experience in economics or public policy is an advantage.
* Proficiency in Microsoft Word, Excel and PowerPoint. Previous experience using statistical software is a strong plus (R, STATA, EViews etc.).
* The candidate should have excellent verbal and written communication skills - Hebrew and English at the highest reading, writing, and spoken levels. Spoken Arabic is desirable, but not required.
* The candidate must have experience and demonstrated skills with preparing and delivering professional presentations.
* Experience with real estate development, business development and financing, community development, social investment and policy and project development is an advantage.
* The candidate should be self-starting, hardworking, results-oriented, well organized, capable of juggling multiple tasks under tight deadlines and ability to work as a team player
* Travel within Israel is required frequently, as well as occasional calls with the United States and Europe in the late afternoon and evenings.