



JOB ANNOUNCEMENT—BETTER BUYING INSTITUTE RESEARCH ANALYST

Better Buying Institute (BBI) was launched in 2019 to promote the improvement of buyer purchasing practices, supply chain management, worker conditions, and the natural environment. A young organization working to transform the way global supply chains work, BBI's primary activities include: (i) independent research, (ii) the operation and management of a ratings and evaluation platform on which suppliers provide information about their buyer customers relating to various aspects of purchasing practices and (iii) projects and training on supply chain industry practices to support innovation and promote change. Our work started with the apparel, footwear, and household textiles industries and we have been organically expanding into the broader consumer goods sector. Better Buying Institute is a non-profit 501(c)3 organization incorporated in Delaware in the United States and is the outgrowth of a research project started in 2015 and headed by Dr. Marsha Dickson, a distinguished academic scholar.

About the Opportunity

Better Buying Institute is seeking a **Research Analyst** who will use their analytical skills and their interest in supply chain sustainability to carry out Better Buying's research initiatives. The Research Analyst will work under the direction of the Senior Manager of Research in communicating with suppliers located around the world to manage data collection, analyzing and interpreting quantitative and qualitative data, using statistical testing techniques, and contributing to reports for various industry audiences. The Research Analyst will prioritize the integrity of Better Buying's data and use their exemplary eye for detail and organizational skills to help carry out all ongoing research projects.

Major Roles and Responsibilities

Supplier Engagement and Data Collection. During annual ratings cycles and other off-cycle data collection, contact suppliers to participate in surveys and other research activities. Track supplier responses and calculate response rates for regular updates to BBI's subscriber companies and to the BBI team. Respond to supplier queries and provide assistance to suppliers as needed to navigate any technical issues experienced while submitting ratings. Contribute to development of research and promotional materials such as webinars, infographics, and interactive web-based tools. Maintain the anonymity of all participants and confidentiality of raw data to protect the integrity of BBI's work.

Data Analysis. Use statistical techniques to analyze quantitative data as well as qualitative data using Excel extensively, as well as SPSS and NVIVO software. Opportunity to grow into conducting and interpreting the results of advanced statistical tests like correlation tests, t-tests, analysis of variances, regressions, reliability analysis, factor analysis, qualitative thematic analysis and other advanced techniques.

Research Reporting. Prior to each ratings cycle, clarify the reporting requests of BBI subscribers and ensure all necessary information is included in supplier lists in order to carry out those reporting requests. Support the Senior Manager of Research with verifying data after the close of each ratings cycle and producing company reports. Contribute to industry benchmark and other types of reporting by taking direction from the Senior Manager of Research about appropriate data to include and by offering your own ideas.

General. Support the Senior Manager of Research in maintaining a comprehensive record of all research procedures, and in carrying out other ad hoc research projects or initiatives.



Qualifications

The ideal candidate for Research Analyst is eager to support Better Buying's mission and in addition has:

- A research-based university degree in data analytics, economics, or advanced statistics
- University-level coursework in statistics
- Advanced Excel skills, including ability to efficiently analyze data in Excel and use macros
- Able to work remotely with minimal supervision and to communicate effectively
- High ethical standards and personal integrity with excellent attention to detail
- Fluency in English, both oral and written
- High ethical standards and personal integrity
- Software experience: Microsoft Suite, SPSS, NVIVO, Alchemer or Qualtrics

In addition, the following skills and experiences are preferred:

- Experience or interest in global supply chains and/or sustainability, including knowledge of the apparel industry and its supply chain
- Knowledge of the survey development lifecycle and experience developing, programming, and analyzing surveys
- Software experience: SPSS, NVIVO, Alchemer, Qualtrics, or similar
- Skill in writing research reports for an industry audience

How to Apply

Applicants should send the following to apply@betterbuying.org and include "Research Analyst" in the subject line of the email message:

- A cover letter and CV
- Summary of all research methods, statistics, and data analysis coursework completed

Compensation and Benefits

The salary range for this position is \$55,000 - \$69,000 for US-based candidates. Exact compensation may vary based on skills, experience, education, and location. For candidates based outside of the US, compensation will be determined on an individualized basis taking into account a wide range of factors including, but not limited to, relevant skills, experience, education, and location.

Better Buying Institute offers the following benefits for US-based candidates:

- Generous PTO and paid holidays
- Simple IRA with employer match
- Paid parental leave
- Monthly contribution for health-related expenses

*We are interested in every qualified candidate who is eligible to work in the United States. However, **we are not able to sponsor visas for this role.** Better Buying Institute is an equal employment opportunity employer and considers all applicants for employment regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression and any other characteristic protected by federal, state or local laws.*