



MILKEN INSTITUTE

RESEARCH ANALYST

Organization Description

The Milken Institute is one of the world's leading think tanks. We are a nonprofit, independent, economic and financial research organization whose mission is to improve people's lives around the world by helping business and public policy leaders identify and implement innovative ideas for creating broad-based prosperity. We put research to work with the goal of revitalizing regions and finding new ways to expand capital access (www.milkeninstitute.org).

Position: Economic Research Analyst

The Institute is seeking a research analyst to join a team that explores global capital markets and financial institutions and applies financial innovations to address policy challenges. We work with business and public policy leaders and aim to translate research into action. Areas of focus include development finance (in the United States and around the world), corporate finance, alternative energy and environmental finance, and access to education and health care.

The research analyst will help analyze data; conduct literature reviews and synthesize economic, financial and policy research; convene meetings of high-profile business and policy leaders; draft papers based on findings; and capture the content and significance of financial and policy proposals for program development. The position will report to Milken Institute senior staff.

Job Qualifications

A successful candidate will combine strong research, quantitative and analytic skills with demonstrated writing and communication skills (in particular, an ability to translate complex financial issues for a lay audience). He/she must be a self-starter who is able to prioritize tasks, collaborate under tight deadlines, and prove an accomplished record of independent research and teamwork. The candidate should also have demonstrated an interest in finance, public policy, energy and/or economic development. Knowledge of econometric and statistical analysis techniques, as well as economic and financial data sources, is strongly preferred.

Minimum requirements include a master's degree in economics, public policy, business or a related field and at least 2 years' experience as a research assistant, policy analyst or similar position. Proficiency with Microsoft Word, Excel and PowerPoint is required. Candidates with a Ph.D. are encouraged to apply.

Application Process

Please submit a cover letter, resume, writing sample and the names of 3 references with full contact information to kgiles@milkeninstitute.org or Karen Giles, Milken Institute, 1250 Fourth St., Santa Monica, CA 90401.

The Milken Institute is an equal opportunity employer: Minority applicants are encouraged to apply. Positions will remain open until filled. Qualified candidates will be contacted for an interview within 4-6 weeks of receipt of application materials.