



Nonprofit Nav Research Assistant

Job Description | 2026

Position Description

Nonprofit Nav is a national nonprofit consulting company that serves a variety of organizations, from grassroots movements to national and international foundations, associations, and charities. Our services include strategic planning, communication audits, change management, governance consulting, and more.

The research assistant role is designed to support consulting projects by designing and executing complex research projects, including stakeholder research, landscape analyses, environmental scans, and other forms of market research. The right individual for this role will have a high degree of tenacity, a strong work-ethic, and a desire to raise the bar for nonprofit consulting. Those interested in joining the team must have demonstrated experience in the following areas:

- Research processes, including focus groups, surveys, and other assessment tools
- Fund Development
- Strategic Planning
- 501c3 and 501c6 Organizational Structures/Design
- Preparation of reports that make complex information easy to understand

Position Specifications

This is a part-time, fully-remote, non-exempt position with an hourly rate plus a bonus compensation package.

Weekly Hours: 24-32 hours per week

Typical Hours: M-F, Flexible scheduling with core working hours of 8:00-4:00pm ET (occasional weekends and potential for extended hours due to client-related travel)

Compensation: \$25.00/hour + 20% bonus on procured contracts
Paid Holidays
40 Hours of Vacation per year after 90 Days

Required Education & Experience

An undergraduate degree in a related field (business, organizational theory, nonprofit leadership, public policy, etc.) is required, and a graduate degree is preferred.

Desired Skillset

A successful candidate will be a **self-starter** and will need the following skill sets, ideally upon arrival at Nonprofit Nav:

- Project management and strong organizational skills
- Research skills, including the development of surveys, environmental scans, and experience leading focus groups or similar research-related projects
- Design aptitude. Ability to create, or minimally, recognize, presentations and documents that are aesthetically impressive

Nonprofit Nav Values

Relevancy

It's difficult to provide guidance to the sector when you're no longer in it. Our team engages in board service, volunteerism, and contract leadership to keep our relevance.

Simplicity

Trending lingo, the latest theories, and strategic fads are lost on us. We use what works and what can be easily understood by our clients. Everything else is for scholars. We're practitioners.

Raising the Bar

We don't just aim to set the bar; we attempt to raise it with every engagement. We are competing with ourselves.

Always Learning

We have something to learn from each person we interact with - especially our clients. The things we have figured out may need to be refigured tomorrow. It's ok, we're committed to always learning.

Demonstrated Confidence (Not Declared)

Our introductions will never take the air out of the room. Our confidence is demonstrated by our intellect, belief in our systems, and familiarity with the sector. We don't feel the need to declare it.

It's Not About Us

We believe our gifts are being stewarded for a greater purpose. God and our clients get the glory. We get the honor of supporting their work.

Nonprofit Nav Diversity Statement

Nonprofit Nav believes all individuals have the power to create positive change in the world, and no one group or individual is more or less powerful or valuable in this regard. We believe that the greatest innovations arise from collaborations where there is diversity, acceptance, and equity. We are an equal-opportunity employer.

How to Apply

Interested candidates can send their resumes, including employment references (2-3), to info@nonprofitnav.com. Resumes will be accepted until November 20th.