



FOREIGN POLICY RESEARCH INSTITUTE

The Foreign Policy Research Institute is dedicated to strengthening U.S. national security and foreign policy by providing research and analysis that is nonpartisan, evidence-driven, and policy relevant to both policymakers and the broader public.

The Institute fosters diverse viewpoints and draws upon perspectives from outside the traditional think tank hubs in Washington, D.C. and New York City.

FPRI has an immediate opening for a Research Associate. This position supports the Asia Program's research and communications operations. The Research Associate reports to the Director of Research, Program Director and the Deputy Director of FPRI's Asia program.

Responsibilities

- **Research:** Conducts research on topics related to military, economic, or technology challenges involving China or the broader Indo-Pacific region and US relations with China and other regional states. Assists with the drafting and editing of written research products. Delivers briefings on research findings to key stakeholders as needed.
- **Social Media:** Assists with social media outreach to communicate research findings to the general public.
- **Targeted Outreach:** Assists with communicating research findings to relevant policymakers and experts. Assists with recruiting experts who can contribute to FPRI research projects.
- **Event Coordination:** Identifies potential event participants, drafts event materials, and communicates with event participants.
- **Grant Management:** Assists with the Asia Program's effort to identify research funding opportunities and helps draft grant proposals. Assists with grant reporting and communications with grant sponsors as needed.

Preferred Requirements & Qualifications

- Two years research experience or a Master's degree in a relevant field is preferred, but not required.
- GIS software experience and Chinese language skills are preferred, but not required.
- Interest in US-China economic and technology competition, China's military activity and capabilities, CCP United Front work and foreign influence operations, or China's political leaders and internal politics.
- Keen analytical thinking and knowledge of research methods.
- Excellent written and verbal communication.
- Strong organization skills and work ethic.
- As a condition of commencing any role at FPRI, you may be required to self-report your COVID-19 vaccination status or testing results, as applicable, and provide verifying documentation.

Compensation & Employee Incentives

- The base salary range for this position is commensurate with experience, with the possibility of an additional annual bonus potential.
- This position will be performed on a hybrid basis. Much of the work can be done remotely although the position may require occasional travel to FPRI offices in Philadelphia.
- FPRI values employees' ability to maintain a healthy work-life balance, and offers a generous benefits program that currently includes a flexible hybrid work opportunity, 35-hour / 4-day work week, unlimited leave policy; 100% employer sponsored medical, dental, and vision coverage for employees, professional development opportunities, and a 403(b) 5% matching contribution upon completing two years of service.
- FPRI offers an inclusive and collaborative environment where diverse backgrounds, and opinions are welcomed and respected.
- Access to print and electronic subscriptions to Orbis®, FPRI's quarterly journal of world affairs.

Application Instructions

- FPRI is committed to considering a broad array of candidates, including those with diverse work experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.
- Please email your resume and cover letter with "Research Associate" in the subject line to tspencer@fpri.org. Please share your interest in the organization and describe your most relevant skills and experience(s) in a cover letter.
- Please, no phone calls. Applications will be reviewed on a rolling basis until the position is filled.
- Applicants must be authorized to work for any employer in the United States. We are currently unable to sponsor an employment visa.
- Direct applicants only please, no agencies.