



Delores Barr Weaver Policy Center Position Description

Position Title: Research Project Manager

FLSA Classification: *Exempt*

Job Family: *Professional 1*

Reports to: *VP of Research and Planning*

Date: *January 2019*

Purpose of Position

The Research project manager is responsible for implementing the workplans for various projects in research. They serve as an internal resource across teams to provide relevant data, prepared reports, and research that advances the justice for girls' reform movement of the Policy Center.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage the day-to-day activities of research projects including implementing data collection strategies to ensure up-to-date reporting, troubleshooting, and security and confidentiality of all data for girls served in model programs.
- Serve as an internal resource to programming, communications, advocacy, and operations team members to provide relevant data, prepared reports, and research
- Ongoing monitoring of research grant deliverables for multiple projects to ensure project goals are met in timely manner
- Provides research/data support for reports to funders, proposals, presentations as well as summary material for external and internal research requests
- Responsible for analyzing survey data for girls receiving services, training participants, and/or research participants.
- Develop presentation of data by creating tables and graphs, and synthesizing the information for various audiences
- Coordinate getting staff feedback on survey development, assessment changes, policies and practices documentation
- Conduct on-site visits without supervisor for purposes of collecting data (e.g., focus groups, interviews, observations, etc.)
- Assist with writing and/or vetting of reports and publications
- Coordinate data requests

Secondary Functions

- Attend community meetings and share information about Policy Center research as assigned
- Provide back-up support for vetting grant related data

- Assist with development of infographics and other summary materials
- Grant writing
- Present research

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Advanced skills in project management
- Ability to prioritize and budget time efficiently to work on multiple projects simultaneously
- Excellent organizational skills and attention to detail
- Excellent writing and communication skills
- Strong analytical and problem solving skills
- Ability to work independently with minimal supervision
- Open to learning girl-centered research inquiry approach
- Demonstrated experience in using Excel and/or SPSS for data analyses
- Ability to create charts and table summaries of key data points
- Experience writing reports (e.g. grant reports)
- Notetaking and synthesizing of information (e.g., meeting summary)

Supervisory Responsibility

This position may supervise research interns/fellows and/or research assistant.

Work Environment/Physical Demands

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type/Expected Hours of Work

This is a *full-time* position. Typical work hours are Monday through Friday, 9 a.m. to 5 p.m. *Occasional evening and weekend work may be required as job duties demand.*

Travel

Little to no travel is expected for this position.

Required Education and Experience

1. *Bachelor's degree (required), master's degree (a plus)*
2. *Three or more years of professional work experience specific to project management and/or research*

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Professional experience in project management and/or research for a non-profit, academic, policy and/or girl-serving organization

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies

to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

Application Submission: Send resume and cover letter to careers@seethegirl.org, with subject line "Research Project Manager."