



RESEARCH PROJECT MANAGER

Program Evaluator / Project Manager Responsibilities:

Under the direction of the Director of Programs and Evaluation, the Research Project Manager will be responsible for managing all aspects of evaluation project study ranging from two to five projects at a time. The project manager must be able to work independently, plan and track projects, manage teams and key project milestones, and implement highly visible projects. This includes, but is not limited to:

- Assist and oversee the development of study tools (e.g. tracking forms, questionnaires, focus groups, chart review forms, etc.) and other study protocols and operation manuals.
- Utilize survey, program evaluation, and intervention approaches to conduct research on a variety of topic such as community development, educational achievement, and public health.
- Identify and resolves issues related to project design, data collection, reporting, and client expectations.
- Ensure projects are delivered within scope, schedule, budget and quality levels are consistent with customer expectations.
- Develop cost effective ways to manage study resources.
- Monitor progress of study activities (e.g. data collection and validation, recruitment, pilot studies, focus groups, etc.) and ensure that study objectives are met.
- Prepare progress reports independently for internal and external purposes.
- Identify staff training needs and participate in the training of new staff.
- Assist in the development and dissemination of staff training materials.
- Manage for day-to-day operations of projects including technical issues, data collection, and the analyses of data.
- Implement quality control and quality assurance measures.
- Create and manage project team(s) and be responsible for staff resources.
- Travel for project meetings, on-site trainings and technical assistance event required by the client.
- Assist with and eventually lead proposals to obtain funding through new grants and contracts.
- Enhance the professional prestige and external recognition of EvalGroup through professional conferences, corporate and private exhibitions, presentations, peer-reviewed publications and/or other scholarly activities.
- Clearly articulate scientific, research, and/or evaluation findings to professional audiences and/or government officials.

Qualifications:

- Master degree with at least 3 years of experience in project management
- Preferred degree in public health, public policy, psychology, sociology, or a related field
- Excellent oral and written communication skills and strong skills in quantitative and/or qualitative analysis
- Strong interpersonal skills and ability to work successfully in multidisciplinary teams
- Excellent attention to details and ability to manage competing tasks
- Ability to anticipate realistic timelines (without over- or under-estimating); to set one's own project timelines; and to maintain 100% accountability for working within established timelines, i.e., self-directed

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Position Type: Part-time exempt (potential for full time nonexempt)

Location: Southeastern United States; Preference to South Carolina, Alabama and Georgia

To Apply: To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position. Send emails to hr@evaluation-group.com. Include 'Research Project Manager' in the subject header. Also, visit our website to complete the [Job Application](#) at www.Evaluation-Group.com.

About Us:

The Research and Evaluation Group (EvalGroup) is a team of researchers and program evaluators that are dedicated and committed to providing our clients with necessary and valuable data and information to make informed decisions to improve their programs and organization. We provide data-driven analysis to help organizations understand the results of their programs and initiatives—and translate that data into actionable improvements. Our expertise spans a wide range of social impact areas, such as healthcare, social services, community development, educational achievement, arts and culture, and violence prevention. Consulting services provided by our firm include program evaluation, coordination, strategic planning, community engagement, communications, and capacity-building.

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