



Position Announcement: Research Project Manager

The FrameWorks Institute — a nonprofit think tank that designs, conducts, interprets and shares communications research to advance the resolution of social problems — seeks a Research Project Manager to manage the day-to-day business of FrameWorks' Research unit. This is an outstanding opportunity for a multi-talented, capable professional with excellent organizational and interpersonal skills and a strong track record in project management and research operations.

Reporting to the Director of Research, the Research Manager will be responsible for managing FrameWorks' full portfolio of research projects. This portfolio includes 30+ projects which vary in duration from 1-2 years, address a variety of social and scientific topics, and begin on a rolling schedule throughout the year. The position will be responsible for coordinating the research process with other units and processes within the organization, including new project development, grant reporting, and organization-wide operations.

This is a full-time position based in Washington, D.C.

KEY RESPONSIBILITIES:

50% of the position's responsibilities involve managing day-to-day research logistics and reporting:

- Manage the day-to-day logistical aspects of FrameWorks' project-based research (e.g., research participant recruitment, coordinating travel locations across projects, maintenance of participant demographic totals and consent forms, etc.).
- Liaise with clients about project details (e.g., work with clients to make decisions about sample composition, research locations/venues, etc.).
- Work with the Director of Research and clients to identify participants for interviews with various subject matter experts, practitioners, and policymakers, and manage these interviews to maintain sample integrity and ensure timely completion.
- Serve as the Research unit's point of contact with contractors (i.e., social scientists based domestically and internationally). This includes managing contracts, responding to inquiries, and offering timely guidance about project work.
- Draft sections of grant reports on research progress and coordinate with other units on these reports.
- Manage IRB application and approval process.

50% of the position's responsibilities involve the design and implementation of project management systems.

- Use project management systems and technologies to plan and keep track of project staffing and timelines and to manage capacity, and develop and implement new systems as needed.

- Regularly meet with the Director of Research and Research staff to identify and develop solutions to timeline, budget, and project scoping issues.
- Regularly meet with the Chief of Staff to monitor budgets and workloads for the Research team.
- Serve as point person in the Research unit for proposal development and new project contracts; assess current capacity for new projects and work to align new project planning and timelines (at the proposal/contract stage) with capacity.
- Coordinate with the Research Interpretation and Application unit to ensure clear communication between units about progress of work and timelines.
- Coordinate with the digital media and communications team on production and release of research reports.

SKILLS NEEDED:

- Outstanding organizational skills; ability to efficiently manage many projects simultaneously and to effectively prioritize tasks
- Excellent interpersonal communication skills, both oral and written
- Ability to work effectively in teams and coordinate across organizational units
- Excellent judgment

EXPERIENCE AND EDUCATION:

The ideal candidate will possess:

- 5+ years of experience managing research in a comparable setting
- Experience working in a client-serving organization
- Experience working in a deadline-driven setting
- Master's degree preferred
- PMP training preferred

COMPENSATION AND BENEFITS:

Salary will be commensurate with experience. At every level within the organization's personnel structure, FrameWorks' salaries are competitive with similar nonprofits of comparable size. FrameWorks values its staff and offers a comprehensive benefits package including generous medical insurance, vacation, and family leave benefits; retirement and life insurance; optional pre-tax salary deductions for child care, medical, and transportation expenses; options for occasional telework; and more.

TO APPLY:

Review of applications will begin on March 21, 2018, and continue until the search process concludes. So that we can assess what you might contribute to FrameWorks, please submit the following materials to jobs@frameworksinstitute.org, using the subject header line Research Project Manager.

- Resume with complete employment history and educational background
- Cover letter explaining your interest and how your experience relates to the position's key responsibilities

FrameWorks Institute is deeply committed to equity, diversity and inclusion. Accordingly, the organization's policy is to provide equal employment opportunities without regard to race, ethnicity, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Applications from people of color, women, persons with disabilities, and people who identify as LGBT are warmly encouraged.

ABOUT FRAMEWORKS:

The FrameWorks Institute conducts, publishes, and shares communications research to prepare nonprofit organizations to expand their constituency base, build public will, and further public understanding of specific social issues. Since 1999, FrameWorks has combined theories and research methods from the cognitive and social sciences to investigate how Americans view a variety of social issues: children's issues, education, public health and health access, food quality and safety, oceans and climate change, racial disparities, immigration, the role of government, and more. This work has now expanded to influence NGOs working on these issues in Australia, Brazil, Canada, France, Germany, South Africa, and the U.K. FrameWorks also offers trainings and technical assistance to help policy experts and advocates, scientists and community educators use this research to improve public understanding of complex social issues. Over this period, we have built an institution that is highly regarded in the nonprofit and philanthropic sectors and have contributed to the development of a community of active framers who access and use our research to build public will and redirect public thinking. In 2015, FrameWorks was one of nine nonprofits worldwide to be recognized with the MacArthur Award for Creative and Effective Institutions. For more information, see www.frameworksinstitute.org.