



Research and Evaluation Project Manager Institute for Community Health

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data services to help local communities create sustainable health. The cornerstone of our mission is a commitment to community engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including chronic disease, health systems, youth development, health disparities, substance abuse, and mental health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

Responsibilities:

The Project Manager is responsible for managing evaluation, research, and planning and assessment projects, and conducting qualitative and quantitative data collection, analysis, and reporting. The Project Manager also participates in revenue generation and dissemination activities.

Evaluation and Research Project Management:

The Project Manager is responsible for managing project teams under supervision of the Project Director, including:

- Develop scopes of work, timelines, work plans, and project budgets
- Manage and implement project activities, including evaluation and research plan development, instrument design, data collection, analysis, and reporting
- Effectively manage relationships with ICH partners including communicating and negotiating with clients
- Manage project team to meet project goals

Dissemination:

- Disseminate project results to community and academic audiences through reports, presentations, journals and other materials

Supervision and Mentoring:

- Serve as supervisor for Research Associates with responsibility for supporting the supervisee's professional development, overseeing their performance reviews, addressing areas of needed performance improvement and overseeing project workload
- Supervise and manage interns as appropriate on projects

Revenue Generation:

- Support revenue generation by working with senior managers and project teams to write grants and proposals
- Identify new partnership opportunities and maintain existing partnerships
- Participate in business development opportunities as a representative for the Institute for Community Health as assigned

Requirements:

- Master's degree strongly preferred, in public health, anthropology, sociology, or related field
- Three to five years' work experience implementing research and evaluation projects
- Experience developing research and evaluation plans and instruments, collecting and analyzing qualitative and quantitative data, and writing reports
- Excellent organizational skills and attention to detail
- Strong project management skills, including experience managing staff and/or interns
- Experience working with community organizations and diverse populations
- Strong writing, facilitation and presentation skills
- Ability to work collaboratively with other ICH staff and with clients
- Grant writing and revenue generation experience preferred
- Ability to independently travel to meetings locally, regionally and statewide
- Fluency in Spanish, Portuguese, Haitian Creole, Arabic or another language a plus

We actively seek to broaden the diversity of our team, and especially encourage members of underrepresented communities to apply.

To apply please send your cover letter and resume to Emily Chiasson at echiasson@communityhealth.org