



## Research Project Manager

**Reports to:** Principal Investigator (for scientific matters), and Director of Operations (for project oversight)

**Location:** Remote- USA Based

**Employment Type:** Full-time, grant funded

**About us:** The Center for Violence Prevention Research conducts rigorous science by developing and evaluating and community-based strategies that expand the evidence base for what works to prevent violence against women and children. By answering the questions “Does it work?” and, “How, for whom, and in what settings?” the Center will improve existing prevention strategies, programs, and policies. You can learn more at [scienceofviolence.org](https://scienceofviolence.org). We are quickly growing and need team members who are committed to our mission and can operate with flexibility in a developing organization.

### Position Summary

The Research Project Manager serves as the operational lead for all aspects of a study, ensuring the vision, methodology, and goals established by the Principal Investigator (PI) are successfully implemented. While the PI is responsible for developing the project’s intellectual foundation, it is the project manager’s responsibility to oversee day-to-day execution—tracking timelines, managing personnel, and ensuring that all components of the project remain on schedule and within scope. The project manager is expected to have detailed knowledge of every element of the study, from recruitment targets and data collection progress to regulatory compliance and team deliverables.

When questions arise—such as “How many participants remain to be recruited?” or “What is the status of X?”—the project manager should be equipped to provide immediate, accurate answers. The project manager is responsible for monitoring workflow across the team, including any research assistants, and proactively identifying any risks to the project timeline or quality. When issues arise, the manager should bring forward informed solutions to the PI and then lead the implementation of agreed-upon strategies. Ultimately, the project manager ensures that the scientific vision is translated into a well-run, timely, and high-quality study.

### Specific duties include:

- Project Communication
  - Communicate through team meetings and formal presentations to convey to diverse audiences program information, including project updates and reports.
  - Creates and updates detailed research study manuals. Study manuals should be sufficiently detailed so that a third party could replicate the study with minimal challenge
- Research Administration
  - Manages comprehensive project plans, timelines, and deliverable tracking.
  - Manages and executes research protocols and study procedures.
  - Manages the preparation and submission of IRB applications and renewals.
  - Ensures compliance with Center policies and federal regulations.
  - Leads creation of informed consent forms, study protocols, and recruitment materials.
  - Implements participant recruitment and data collection protocols.



- Manages data and protects participant confidentiality using safe and secure organizational procedures.
  - Assists with study finances including resolving study subject billing.
- Dissemination
  - Leads the development of multiple research manuscripts per year.
  - Collaborates on additional research manuscripts per year.
  - Coordinates co-author contributions and manages submission timelines.
  - Writes research summaries, papers, and policy briefs for diverse audiences.
  - Delivers presentations at conferences in alignment with Center protocols.
- Grant Development and Funding Support
  - Assists in writing and editing funding proposals.
  - Supports the preparation of budgets and supporting documentation for funding proposals.
  - Collaborates with the Principal Investigator to identify new funding opportunities.
  - Maps the field and maintains a directory of key relationships and potential partners.

This job description is not exhaustive and may evolve with organizational needs. Duties, responsibilities, and activities may change at any time with or without notice.

### **Required Qualifications**

- Bachelor's degree in a social science, public health, or related field with at least 3 years of research experience OR Master's degree plus at least 2 years of research experience.
- Strong written and verbal communication skills.
- Knowledge of human subjects research protocols, principles, and procedures.
- Experience conducting program evaluation including logic model development, metric identification, data collection, and report writing.
- Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications, data safety and monitoring plans) involved with research.
- Experience conducting human subjects' research with vulnerable populations.
- At least 1 year of experience in research project management including creating activity planning and sequencing, creating timelines, scheduling meetings, taking minutes, and organizing and storing documents.
- Advanced experience with Microsoft Office programs such as Word, Excel, and Outlook; Comfort using online applications including Notion, Box, and other coordination tools OR ability to learn these programs quickly.
- Authorization to work in the United States.

### **Ideal candidates will have:**

- A passion for improving outcomes for vulnerable children, young people, and families.
- Great attention to detail and incredible organization skills.
- Comfort working both independently and as part of a team.
- An ability to maintain strong connections with a completely remote team and community partners.



- Superb ability to manage one's tasks and deadlines while working remotely.

**What you can expect from The Center**

- \$55,000-\$70,000/year depending on education, years of experience, and contribution to the field.
- Work from home stipends for phone, internet, utilities, and equipment.
- Health insurance plan.
- The Center staff work from home. However, we are a highly collaborative, active team with regular interaction.
- The Center is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, ethnicity, religion, sex, sexual orientation, gender identity or expression, veteran or disability status. We are committed to fostering a supportive environment for our employees.

**Organizational Values**

The Center is committed to advancing rigorous, objective, and accessible science. We recognize that the most impactful science is that which can inform decision-making across communities, regardless of race, ethnicity, gender identity, religion, socioeconomic status, political affiliation, or other perspectives. Staff are expected to present themselves and their work in a manner that reflects neutrality, integrity, and inclusivity when operating on behalf of the Center.

**Application Materials**

Applicants should submit:

1. Resume/Curriculum vitae
2. Cover letter describing interest in violence prevention and alignment with Center goals