

Job Title:	Research Project Manager	Classification	Full time salaried position
Department:	Research Team	Compensation & Benefits	
Reports to:	Director of Research	Salary will be commensurate with experience, banded between \$50-60K Employer Provided Health Insurance, including Vision and Dental 401(k) Retirement Plan 3 Weeks Paid Vacation (up to 5 weeks with 5+ years of service) 12 Days Paid Office Holidays Professional Development Opportunities	
Location:	Can reside in any state in US		
Travel:	Occasional		
Direct reports:	None		
Key relationships:	Research team, project teams, Outreach and Partnerships Manager, scholars, Communication Director, Finance and Operations Director, Executive Director		
Job Role			
Role Overview:	The Research Project Manager is a critical member of the ISPU research team, responsible for ensuring the smooth functioning of ISPU's research projects from conception to implementation to evaluation. The Research Project Manager also supervises contracted project staff and advisors, engages partners and stakeholders and represents ISPU and its research as needed.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		% Time on Task
Research Project Management	<ul style="list-style-type: none"> Contribute to project inception as needed with support on concept notes and documentation. Monitor and shepherd research projects through the ISPU pipeline post inception to completion. This includes working with scholars, research team, collaborating organizations, contractors, vendors, copy editors, and graphic designers; Work with Research Director and Outreach 		85%

	<p>Manager to create research project plans including project overviews, monitoring and evaluation processes, final outputs, dissemination plans, and budgets.</p> <ul style="list-style-type: none"> ● Work with Research Director, Outreach Manager, and Communications Director to develop a dissemination strategy for each research product; ● Facilitate regular project team meetings, including developing the agenda for the meeting, taking minutes and following up on action items, assigning tasks and tracking deadlines; ● Assist in project team recruitment, including creating and posting job descriptions, reviewing and interviewing job applicants, and co-creating contracts with Finance Director; ● Create detailed timelines and WBS (work breakdown structure), to track milestones, tasks, and deliverables; ● Maintain continuous communication with all members of project team; ● Create and maintain file organization system per project ● Create and maintain processes, forms, and other project related material such as consent forms, respondent contact letters, etc.; ● Procure resources and tools needed for data collection and analysis; ● Work with finance team to develop and track research budgets; Ensure compliance with ISPU and donor/fellow contractual requirements; and ensure timely payments to contractors; ● Assist Executive Director in compiling information for and writing grant reports to funders; ● Facilitate the data collection process: recruiting for, handling logistics of, and running focus groups; scheduling phone interviews; ● Utilize project management software to implement project management processes for ISPU research projects. 	
Analysis & Writing	<ul style="list-style-type: none"> ● Under supervision of Research Director, 	10%

	analyze data and develop written reports of analysis and results.	
Representation and Engagement	<ul style="list-style-type: none"> ● Represent ISPU and its research with community and policy partners as needed. ● Present ISPU research at conferences, community centers and other venues as needed. ● Engage relevant stakeholders as needed. ● Work with Development and Research team to create project presentations and project updates for community events and donor updates; 	5%
Candidate Qualifications		
Ideal Candidate Summary	Candidates must have a BA in a relevant field and preferably 5+ years related experience. The ideal candidate will be a self-motivated, self-starter who takes initiative and is creative about achieving their goals. Excellent attention to detail is a must as is the ability to think strategically. Exceptional interpersonal skills are needed as are all types of communication skills. Deep familiarity and experience with the American Muslim community and context is preferred. Experience in research and project management are highly preferred.	
Education & Certifications	<ul style="list-style-type: none"> ● Bachelor's degree in any of the following or a comparable area of study: public policy, social sciences, non-profit management, business administration ● Masters degree preferred 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> ● Ability to manage multiple work streams; ● Ability and desire to self-direct work flow according to agreed upon priorities without daily direction; ● Ability to engage and manage virtual project teams, high level experts, researchers, community leaders and policy makers; ● Excellent communication skills, both oral and written; ability to distill key messages; ● Extremely detail and process oriented with an entrepreneurial spirit; ● Ability to identify needs in work streams and address them without direct requests; ● Ability to take initiative and follow through 	

	<p>consistently;</p> <ul style="list-style-type: none"> ● Ability to work flexible hours, including evenings and weekends as needed; ● Strong project management, organizational, administrative, and financial budget and management skills. ● Highly motivated and organized, thriving under pressure, pursuing targets aggressively and willing to work long hours when deadlines demand. 	
<p>Desirable Knowledge and Experience</p>	<ul style="list-style-type: none"> ● Experience working in a start-up environment; ● Strong understanding of and interest in the American Muslim community; ● Understanding networking within the American Muslim community, ally and policy community is key; ● Familiarity with issues related to Muslims in the US, including major institutional partners, grassroots organizations, policy issues, etc. ● Research skill set and understanding, including research design and methodology, especially for the purposes of applied outcomes. 	