Senior Research Manager

Organization:
World Lung Foundation (WLF) was established in response to the global epidemic of lung disease, which kills 10 million people each year. The organization also works on maternal and infant mortality reduction initiatives. WLF improves global health by improving local health capacity, by supporting operational research, by developing public policy and by delivering research-based public education campaigns. The organization's areas of emphasis are tobacco control, maternal and infant mortality prevention, tuberculosis, HIV/AIDS, asthma, and child lung health. worldlungfoundation.org.

WLF is one of five coordinating partners of the Bloomberg Initiative to Reduce Tobacco Use, which focuses on low- and middle-income countries, where more than two-thirds of the world's smokers live. WLF also has full service communications consultancy arm that plans, manages and executes public health campaigns on behalf of government and non-government clients.

Position:
The Senior Research Manager will oversee research projects on behalf of WLF, its partners and its clients. He or she should have an understanding of qualitative and quantitative research methods, have the ability to manage multiple projects and priorities with ease, and be able to present the research findings in actionable and meaningful terms to clients and other stakeholders. He or she will be responsible for all aspects of the research process, including fielding, data collection and review, report preparation, analysis and client communications. Background in health research and experience working with government is strongly preferred. WLF seeks someone who can think at a strategic high level but also understands the fundamentals of research process and methods and can oversee the delivery of high quality, results-oriented research.

The Senior Research Manager will be based at WLF headquarters in New York City. National and international travel may be required.

Duties:

- Consult with internal team on the feasibility of operational design and timeline for research projects, contribute ideas for research solutions
- Work with clients, communicating status of projects, answering their questions and presenting findings, as needed, with minimal oversight;
- Oversee and manage research vendors during contracting and execution of the research projects
- Manage end-to-end research project schedule in a fast-paced environment
- Manage the project and project quality through fielding, including coordinating operational meetings, maintenance of project files, etc.
- Help develop qualitative and quantitative research materials

- Actively troubleshoot project fielding issues, identify and implement solutions
- Act as a client contact through project fielding
- Prepare field progress reports, deliver to client as appropriate
- Manage client expectations related to schedule/timeline with minimal oversight
- Review deliverable specifications and verify quality of deliverables from agencies
- Contribute to identification of business implications of research findings
- Prepare presentations of research findings for clients/ internal staff and present findings as needed

Qualifications:

- Bachelors degree, Masters preferred. Preferably in public health or social sciences.
- 5+ yrs research/project management experience, preferably in health care
- Possess solid statistical analysis skills and advanced statistical software knowledge
- Detail orientated and ability to multi-task
- Demonstrated excellent verbal, written, and interpersonal communication skills
- Proficiency in MS Word, Excel and PowerPoint
- Ability to work independently, self-directed, strong work ethic and adherence to deadlines
- Ability to manage multiple projects simultaneously
- Demonstrated effective client management (internal or external) skills

Compensation: Salary is commensurate with education, experience, and salary history.

How to apply: Email your resume and cover letter, along with the names, email addresses, and phone numbers of three professional references, to careers@worldlungfoundation.com.