

## Positions for Hire: Research Manager

A progressive Washington, DC research firm is seeking two (2) Research Managers to coordinate and lead research teams of two to four staffers, including research analysts, in conducting qualitative and quantitative research. Due to the fast-paced nature of the company, an experienced research analyst who is eager to lead a team, build further department structure, manage, train, support and encourage research staffers, and someone with a personal commitment to high standards would be ideal for this position. We work closely with political organizations and candidates, so experience servicing clients, especially advocacy and electoral political nature, is preferred. **The position will be remote**, for the time being, with the option to work in-office by Q4 2021 at the earliest.

HIT Strategies is a rapidly growing polling, messaging, and strategic research firm that uses innovative research methods to understand, communicate with and mobilize some of the hardest to reach communities in society. Women, millennials (+ gen-z), and minorities are irreversibly shifting voting and consumer patterns in America. At HIT Strategies, we apply our lived experiences at the intersections of society to explore and empower these communities so our partners can realize the full potential of rapid diversification in America.

Diversity, equity, and inclusion are at the heart of our mission. We want our team to reflect the incredible diversity of the country. Therefore, we especially encourage applications from people of color, LGBTQ individuals, people with disabilities, and other groups underrepresented in our political system.

To apply for this position, please submit a resume and cover letter detailing interest and your qualifications to [careers@hitstrat.com](mailto:careers@hitstrat.com). **Please include "Research Manager 2021" in the subject line.** Applications will be reviewed on a rolling basis.

### Key Objectives:

- Manage research projects logistics (timeline, substance, quality standard), plan implementation, and coordinate team members to drive towards client product delivery
- Drive accurate, high-quality, culturally competent analysis of behaviors, attitudes, values, and other drivers within research populations
- Engage clients in providing specialized guidance and consultation that allows clients to achieve their objectives and goals
- Contribute and drive process improvements in research design, data collection, analysis, and consulting

### Responsibilities may include but are not limited to:

- Managing research projects of both qualitative and quantitative substance from the design stage to final analysis, including evaluating project design feasibility, directly managing vendor performance

- Managing client's timeline and project objectives and goals, helping define the scope of work with guiding questions to ensure research substance aligns with client's actionable operations. Managing project team's timely and complete delivery of research products.
- Drafting public opinion surveys for a variety of research audiences, including determining appropriate questions, developing polls and screeners, composing moderator and research guides for qualitative research
- Defining, proposing, and extracting survey samples from various database sources and coordinating delivery to data collection sub-contractors
- Monitoring survey response partial data, mid-project, and reporting up progress, notifying concerns, and managing adjustments with sub-contractors
- Briefing and training qualitative group moderators
- Reviewing and approving data products, including cross tabs, topline, dashboards, and analytical reports
- Producing and delivering snapshot briefs for clients ahead of final analysis and reports
- Writing and producing visually compelling and accurate analytical reports include but are not limited to statistical facts, key data trends, and critical insights pertinent to client objectives and outcomes.

#### **Desired Qualifications:**

- Bachelor's degree in Political Science, Marketing, Mass Communications, Economics, Statistics, Humanities, or a related concentration required.
- Excellent written and oral communication skills, especially succinct and concise reporting.
- At least 3 to 4 years of previous work experience in a related field, 5 to 7 years preferred.
- Previous experience managing vendors progress and interacting with clients for product delivery.
- Ability to coordinate work timing and sequencing with other researchers efficiently in a fast-paced environment.
- Ability to work non-traditional hours when the project or client need necessitates.
- Ability to produce a variety of high-quality analysis and presentations as demonstrated by a portfolio of work samples.
- Strong analytical, problem solving, and decision-making skills.
- Proficiency with SPSS, R, or equivalent statistical software and Tableau considered a plus.
- Familiarity with VAN, L2, Catalist, Targetsmart or other voter files strongly preferred.
- Proficiency with Microsoft Office – especially Excel and PowerPoint.

#### **Compensation Offered:**

- \$60,000 – \$95,000, annually dependent upon experience.
- Generous spot and end-of-year bonus package that equals at least 10% of annual salary.
- Unlimited vacation and sick days
- Health care with 80% of premiums paid by HIT Strategies
- Employer retirement matching at up to 3% of annual salary