

PROJECT MANAGER

Organization Summary

The Gretchen Swanson Center for Nutrition is a non-profit research and evaluation organization providing scientific expertise and partnership in the key public health areas of healthy eating active living, food insecurity, policy advocacy and health equity. Gretchen Swanson Center specializes in the development and implementation of mixed-methods approaches, which are primarily focused on measuring changes that occur through policy, systems, and environmental interventions. Gretchen Swanson Center works nationally by providing research and evaluation services to communities, non-profits, academic and government institutions, and policy makers. For more information about the Gretchen Swanson Center, please visit www.centerfornutrition.org.

Job Summary

The Project Manager leads project management efforts for multiple Gretchen Swanson Center projects to ensure all tasks are completed on time, within scope, and within budget. The Project Manager also leads all client and workteam meetings, directs measurement tool development, oversees IRB submission, supports data collection efforts, and directs deliverable development.

Job Duties and Responsibilities

- Lead project management efforts to ensure all projects are completed on time, within scope, and within budget.
- Support grant and RFP proposals by compiling supplementary materials and preparing, revising, and finalizing proposals.
- Review contracts to ensure alignment with workplans and project plans.
- Oversee project files including the creation, usage, organization, and archival of project folders and documents.
- Develop and manage project plans inclusive of project stages, tasks, assignments, and deadlines.
- Schedule, organize, and lead client and workteam meetings; develop agendas, document notes, and oversee action items.
- Delegate tasks to workteam members; provide direction, guidance, and feedback as necessary.
- Direct measurement tool development by leading planning sessions and reviewing all measurement tools.
- Oversee the IRB submission process by reviewing applications and providing feedback before submission.
- Support data collection by scheduling participant and site data collection meetings and collecting quantitative and qualitative data.
- Aid in the analysis of qualitative data when necessary by coding for themes.
- Direct the development of project deliverables by leading storyboarding sessions, delegating assignments, writing report sections, developing deliverable drafts, reviewing branded deliverables, presenting deliverables to clients.
- Monitor relevant project materials such as iPads, recorders, and cameras to ensure proper assignment, use, and return.
- Meet with Associate Director on a regular basis to track project hours, budget, timelines, and workloads.
- Facilitate project close-out procedures by participating in close-out meetings and documenting lessons learned and best practices.

Preferred Qualifications

- Master's degree in public health, nutrition, or related field.
- Three years of experience in a project management role; preferably in a research or evaluation capacity.
- Experience developing, monitoring, and managing project or department budgets.
- Understanding of qualitative and quantitative methods including measurement development, data collection, and data analysis.
- Strong organizational, planning, and time management skills.
- Ability to multi-task and prioritize to meet deadlines.
- Ability to work in a fast-paced team environment; experience providing logistical support for multiple team members.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong analytic, problem solving, and decision-making capabilities.
- Strong written and verbal communication skills; experience writing grants and/or reports.

Salary

Commensurate with experience. Competitive benefits package provided.

Job Type

This is a full-time remote position.

Travel

This position will include local and national travel for data collection, conference attendance, and other research activities.

How to Apply

To apply, please send a statement of interest and resume/CV to Leah Carpenter, Associate Director at lcarpenter@centerfornutrition.org. Applications will be reviewed on a rolling basis.