



Job Description

RESEARCH AND GRANTS MANAGER

Application Closing Date: December 28, 2020

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

Position Overview

The Research and Grants Manager is a high level leadership position supporting Healthy Start's research initiatives and grant-funded projects—promoting the organization's contributions to local and national body of knowledge, research and thought leadership in public health, health equity and maternal and child health. This will include development of new projects, preparation of relevant human subjects protocols (e.g., Institutional Review Board), study design, data collection, analysis, dissemination, researching relevant funding opportunities, and grant preparation and management. The Research and Grants Manager will work under supervision of the CEO and in close coordination with the Director of Strategic Initiatives and the Data, Evaluation and QI Coordinator. The position will require working with multiple programs across the organization and with outside strategic partners to develop and execute research and evaluation plans and protocols, and to manage the successful execution of grant-funded projects.

Duties and responsibilities

- ***Develop, manage and execute research plans and strategies including but not limited to designing new studies for research and evaluation.***
 - Determine the appropriate methodologies and approaches in the study design process.
 - Coordinate research activities including data collection, entry, cleaning, quality checks, management and analysis—including via surveys, focus groups and interviews.
 - Collaborate with the appropriate internal staff and external stakeholders to develop research strategies.
 - Review relevant literature (e.g., peer-review manuscripts, published reports and grey literature).
 - Develop research protocols, tools, interview guides and surveys for data collection.
 - Develop research dissemination plans including written reports/publications and oral presentations.
 - Develop relevant content for grant submissions.
 - Maintain working knowledge at the intersection of public health, health equity and maternal and child health and assist in identifying research gaps and needs for the overall organization.
 - Complete all human subjects training and coordinate submission of reviews by Institutional Review Boards.

- ***Develop and coordinate system for management of grants and grant activity across the organization.***
 - Research grant opportunities applicable to the organization's areas of focus and lead or support proposal research and submission processes.
 - Track all grant activity from identification to application to award to reporting—ensuring clear communication and coordination regarding grant timelines, milestones and deliverables.
 - Support administrative and program staff in collaborating to meet grant timelines, milestones and deliverables.
 - Support program evaluation and grant reporting activities.

Qualifications, Skills and Knowledge Requirements

- Passion for health equity and maternal and child health.
- Experience conducting research and working on funded projects related to health equity, social determinants of health and maternal and child health.
- Working knowledge of local and national organizations focused on Black women's health, healthy equity, birth equity and reproductive justice; lived experience is a plus.
- Strong oral, written and technical communication skills. Having published research is a plus.
- Data analytic skills: data synthesis, descriptive statistics, data visualization, basic modeling.
- Attention to detail and accuracy.
- Ability to work independently and manage multiple tasks and projects.
- Strong interpersonal skills and promoting collaboration across teams and institutions.
- Ability to analyze and solve issues and problems.
- Strong organizational and time management abilities.
- Proficiency using standing computer software tools
- Proficient with Microsoft Office Suite (e.g., Word, Excel, PowerPoint) and Windows operating systems.
- Proficient with Survey Tools (e.g., Qualtrics, Survey Monkey) and Quantitative and Qualitative Data Analysis Software (e.g., SAS, Stata, NVivo).
- Experience with Citation Software (e.g., Endnote), Search Engines (e.g., PubMed), and Project Management Software is a plus.
- Master's degree with at least 3 years of relevant experience in research, evaluation and coordination; PhD or PhD candidacy preferred.

Supervisory Relationship

This position will work under a high level of independence, under the direction of the CEO and in collaboration with the Director of Strategic Initiatives and the Data, Evaluation and QI Coordinator.

Physical Demands

**During the pandemic, this position will primarily operate remotely.

- The work performed is 80% office work requiring sitting, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- The other 20% of the position is conducted in the field. Candidate must possess the ability to work at locales outside of the office environment.
- Out of town and overnight travel is also required on occasion.

Compensation

\$60K - \$70K annual commensurate with experience, with full benefits package. Position is classified as FLSA exempt.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Submit resume and cover letter by December 28 to:

Jada Shirriel, Chief Executive Officer at jshirriel@hsipgh.org

Use subject line: RESEARCH AND GRANTS MANAGER APPLICANT

No calls, please.