



PACIFIC
Research & Evaluation, LLC

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RESEARCH MANAGER

Pacific Research & Evaluation (PRE), based in Portland, Oregon, is seeking a full-time **Research Manager** to work on applied research and program evaluation projects in a variety of areas including workforce and organizational development, education, and public health.

About Pacific Research & Evaluation:

We are a team of 13 research professionals from diverse educational backgrounds. This provides us with the opportunity to work on a variety of projects, explore our own areas of interest, and learn from each other's unique experiences and perspectives. We are committed to growth as an organization, as a team, and as individuals. For example, we engage in monthly professional development meetings and monthly equity meetings to actively grow together.

Our team values both independence and collaboration in our work. As such, some of our team works remotely three days per week and in our Portland office two days per week. We also value flexibility and supporting our employees' needs so are open to considering other proposed arrangements. For example, we have team members who are fully remote and located throughout the country (e.g., Michigan, Nevada, and Washington State).

What you'll be doing:

- You will lead a small team of 4-5 research associates and support them in the design, implementation, and management of a variety of program evaluation projects. This includes the development of project evaluation plans, logic models and research tools closely aligned to evaluation goals and objectives.
- Support research associates in the completion of methodologically advanced research tasks including qualitative and quantitative analysis and reporting.
- Support research associates in timely completion of project deliverables and ensure project activity timelines are on track and within budget.
- Support research associates through consistent check-ins and team meetings.
- Lead high stakes research projects that require engaging and problem solving complex and/or sensitive issues.
- Actively engage with clients and maintain a pulse on client level of satisfaction with your team and deliverables.
- Independently produce and support research associates in the preparation of high-quality written reports and the presentation of findings to diverse audiences.
- Produce and support research associates in developing compelling data visualizations to communicate findings to various audiences.
- Prepare high-quality proposals and develop new business opportunities.
- Participate as an active member of the PRE leadership team to focus on continued business development, strategic planning, and optimal organizational functioning.

A qualified candidate will have:

- A Ph.D. in psychology, program evaluation, or education.
- At least 10 years of experience designing program evaluation and/or applied research projects.
- Strong project management skills and ability to successfully keep projects on time and on budget.
- Advanced knowledge of research design and methodology.
- Experience developing and implementing data collection instruments, including surveys, interviews, and focus groups.
- Experience using both quantitative and qualitative methods.
- Experience conducting statistical analysis (SPSS or R preferred).
- Ability to clearly communicate with both technical and non-technical audiences.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills and experience working with diverse stakeholders both internal and external.
- Proficiency with Microsoft Office programs.
- Ability and willingness to travel (~5-10%).

A top candidate will have:

- Knowledge of advanced data management and statistical analysis.
- Experience developing written proposals to secure external funding.
- Experience managing a small remote team.
- An awareness of and demonstrated experience with equitable evaluation, including contextually appropriate, culturally responsive, and equity-centered practices and evaluation.
- Experience with participatory research methodologies.
- Experience presenting results to program stakeholders including top level leadership.
- Demonstrated skill in developing visually appealing communications, reports, infographics, data visualizations, and presentations.
- A track record of excellent client relationships.
- Ability to navigate complex project tasks and client relationships.

Our Values:

- **Growth:** We invest in the intentional growth and development of our team and our clients.
- **Equity:** Through our work, we have opportunities to explore and amplify a wide variety of human needs and experiences addressed through our clients' efforts. We commit to continually learning and evolving our approaches for documenting and sharing these stories, as well as centering equity and respect for the communities served in our efforts.
- **Intentionality:** In recognition of the collective strengths of our team, we commit to leading with honesty, collaborating with intention, and understanding that our success is dependent on mutual accountability.
- **Stability:** We take pride in PRE's multi-decade history of helping our clients intentionally use data to improve their services. We actively work to maintain and grow relationships with current clients, establish productive working relationships with new clients in a variety of sectors, and to be creative in our approaches and practices to ensure PRE's continued stability.
- **Celebration:** We appreciate the passion, creativity, and thoughtfulness each person brings to PRE. By intentionally setting aside time to acknowledge and reward the

individual or collective success of our staff, PRE hopes to cultivate a team that feels supported, valued, and is motivated towards continued success.

Compensation:

Starting salary will range from \$100,000 - \$130,000, depending on education/experience. PRE offers additional compensation through a profit-sharing model annually. Benefits include 18 days of paid time off, 11 paid holidays, and paid parental leave. PRE is closed during the week between Christmas and New Years and staff receive paid time off during this week. Health insurance premiums are 100% employer paid for employees and optional dental and long-term disability insurance is also available. Employees have the option to contribute to a retirement plan in which PRE will match employee contributions dollar for dollar up to 3% of the employee's earnings. All PRE staff are provided with an annual professional development stipend.

To apply, send your cover letter and resume electronically to Steven Rider, Ph.D. at: Steve@pacific-research.org