

Position Title: Research/Evaluation Manager I

C4 Innovations (C4) is a woman-owned, mission-driven small business that advances recovery, wellness, and housing stability for people who are marginalized. We are committed to reducing disparities and achieving equitable outcomes. We partner with service organizations, communities, and systems to develop and implement research-based solutions that are person-centered, recovery-oriented, and trauma informed.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a Research/Evaluation Manager to work closely with the Director of Research and Evaluation as well as other managers on the team. This position is regular part-time with the potential for full-time, subject to funding. This person will provide management and coordination support for research and evaluation projects across the organization, as well as contribute to qualitative and quantitative research activities.

Responsibilities:

Performing and overseeing the following job duties:

- Supporting the Director of Research and Evaluation on multiple research and evaluation projects, working in close collaboration with Principal Investigators (PIs), funders, and project officers to implement research activities, achieve project milestones, and meet timelines.
- Supporting the Director on development of research and evaluation proposals, including research design, management, human subjects, and supporting materials.
- Conducting mixed methods research and evaluation, with experience in quantitative and qualitative research design, data collection (i.e., developing research protocols/instruments, recruiting and tracking study participants, conducting interviews), and analysis.
- In collaboration with the PI, providing training to field research teams.
- Coordinating human subject requirements including working with Institutional Review Boards (IRB), developing IRB applications, and ensuring ongoing compliance with human subjects protection regulations.
- Managing research assistants, consultants, and subcontractors.
- Working with advisory boards.
- Writing and editing reports summarizing background, procedures, methods, data, and recommendations.
- Disseminating findings through journal articles, issue briefs, conference presentations.
- Other duties as assigned.

Requirements:

- Minimum of Bachelor's degree and 10 years of demonstrated experience in the aforementioned responsibilities or Master's degree in public health, public administration, psychology, sociology, or a related field.

- Strong understanding of research methods required.
- 3+ years' experience providing management and coordination support to research and evaluation projects, including data collection and analyses.
- Understanding of and experience in Research with strong Project Management skills.
- Experience using data analysis software including SPSS, NVivo, Atlas.ti or others.
- Proficiency with Microsoft Office applications.
- Demonstrated experience in supervising staff and leading teams.
- Highly detail oriented and organized in work.
- Ability to meet assigned deadlines.
- Excellent communication and interpersonal skills with a customer service focus.
- Ability to proactively act and operate with minimal daily direction from manager to accomplish objectives.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

Location: C4 Innovations' main office is in Needham, Massachusetts. We also have employees living across the U.S. The Research Manager position can be located anywhere in the U.S.

Salary: This role can be between 30-40 hours per week. Hours will be determined depending upon the needs of the applicant and the organization. The salary range is \$55,800 to \$62,000 based on a full-time salary, which includes C4's comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K).

To apply, please send a cover letter, salary requirements, and resume/CV with "Research Manager" in the subject line to Human Resources at apply@c4innovates.com.