



HeterodoxAcademy.org | @hdxacademy

**Position Title: Research Project Manager**

**Start Date: October 1, 2019**

**Position Summary:** Heterodox Academy (HxA) seeks a detail-oriented, timeline-driven person, to manage multiple grant-funded research projects. The individual must be a driven organizer, with the ability to motivate and encourage team members to perform high-quality work to deadline. The Research Project Manager will be responsible for coordinating timelines, preparing grant reports, and advancing deliverables. The Project Manager will work closely with Senior Researcher 1, Senior Researcher 2, Membership Manager, Research Fellow, and the Event Planner to fulfil the promise and potential of our largest grant.

**Specific duties include:**

- Successfully manage delivery of all project requirements for a three-year, \$2.8M grant;
- Develop a detailed project plan to track progress;
- Ensure that all projects are delivered on-time, within scope and within budget;
- Use appropriate verification techniques to manage changes in project scope, schedule and costs;
- Measure project performance using appropriate metrics, systems, tools and techniques;
- Report and escalate to Executive Director on a regular basis, and as needed if changes arise;
- Manage relationships with various stakeholders including administrative contact of the grant funder, various academic institutions, academic researcher collaborators, survey respondents, and others;
- Oversee and coordinate internal resources and third parties/vendors for the flawless execution of projects;
- Ensure resource availability and allocation;
- Create, maintain, and distribute comprehensive project documentation;
- Other duties as required.

**Required Qualifications:**

- Bachelor's degree strongly preferred, although an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities will be considered;
- At least three years of related experience as a project manager or coordinator, preferably with experience in an academic research environment;
- Excellent written and verbal communication skills, and the ability to tailor those skills to a variety of different audiences;
- Clear understanding of the importance of objective and ethical research, and the ability to self-manage to ensure research is performed objectively and ethically at all times;
- Work well under pressure; ability to prioritize amongst multiple, competing responsibilities, and have exceptional time-management skills;
- Service-oriented and a team player; display positive "can-do" attitude;
- Keen attention to detail;
- Ability to exercise good judgement and independent decision making;
- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business, Salesforce (or similar database), and Asana project manager (or similar software);

- PMP certification is a plus;
- Prior work in the academic world and/or a non-profit organization a plus.

Duties are performed independently and involve planning, attention to detail, initiative, and follow through. Work is performed without close review and involves knowledge of the organization, its interests, partners, and team, and the exercise of frequent independent judgement in making administrative decisions.

This full-time, at-will position starts immediately. While most hours will be scheduled during the work week, for the right candidate we are happy to offer a good deal of flexibility in terms of when they will need to be in the office. Some evening or weekend hours may be required to support high-profile events.

**Knowledge, Skills, and Dispositions:** You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.
- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.

**Reports To:** Director, Operations

**Direct Reports:** None

**Location:** New York City. 10 months of the year we are in the office, but during the summer we are location flexible!

**Position Type:** Regular, full-time, exempt

**Salary and Benefits:** Salary will be \$65,000 - \$75,000 commensurate to industry standards and candidate's prior relevant skills and experiences. HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;

- A significant health insurance contribution for employees and their families;
- A retirement plan with company matching;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A performance-based bonus program based on both the individual's and company's performance target acquisition; and
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

**To apply** for this position, please submit a cover letter and resume/CV to [Jobs@heterodoxacademy.org](mailto:Jobs@heterodoxacademy.org)

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 3,200 professors, administrators, and graduate students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.