



Black AIDS Institute
Job Posting
Research Manager

Overview

The Research Manager position presents an exciting opportunity to lead the work of BAI's new *We the People: An HIV Policy Research Center that Works for All of California (the Center)*. The Center aims to expand the HIV policy discourse and evidence base to respond to socio-structural factors driving HIV disparities in California by focusing not only on the broad HIV-specific policy agenda but also on policy responses for the social and structural factors that increase vulnerability to HIV, increase tobacco-related morbidity and mortality, reduce service access among marginalized communities, and contribute to persistent HIV and tobacco health disparities.

The Research Manager is responsible for managing all aspects of our engagement, including developing and managing relationships with academic and community partners; representing the Center at events and to external stakeholders, implementing rigorous research designs; ensuring coordination and accountability for completing projects within specified timeframes; preparing reports and presentations; and developing other policy-relevant deliverables.

The ideal candidate has a proven track record in leading project teams and maintaining relationships with diverse stakeholders. We seek applicants who are comfortable carrying out research projects with Center partners, under the supervision of a principal investigator.

Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.

Job Location: California

Reporting Relationship: Director of National Programs

Supervisory Relationship: Research Coordinator

Agency-wide Duties and Responsibilities:

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach

- o Cultural Humility
 - o Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency

Position-Specific Duties/Responsibilities:

- Coordinates between the Center’s academic and community partners, develops clear communication, and organizational tools to facilitate the partnership.
- Manages research projects, sets deadlines and deliverables, and ensures successful completion.
- Co-authors reports, analyses, and other publications for partners, the public, and other audiences.

Required Qualifications:

- Knowledge of and experience with California HIV and/or tobacco policies.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Demonstrated experience in managing relationships, managing projects independently, meeting project timelines, and communicating with internal and external stakeholders in a productive and timely manner.
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines.
- Ability to multi-task with demanding timeframes.
- Ability to work both independently and as a team member.
- Excellent organizational skills and attention to detail.
- Demonstrated quantitative and qualitative skills, advanced knowledge, and experience in data/statistical analysis.

Education/Training:

- Master's degree or above in public policy, economics, criminology, statistics, sociology, or law and/or equivalent experience/training.

Preferred Qualifications:

- Demonstrated quantitative skills, advanced knowledge, and experience in data/statistical analysis.
- Strong STATA programming skills or knowledge of another, similar language (R, Python, SAS).
- Knowledge of qualitative analytical programs such as Atlas-TI.
- Experience managing research projects in an academic or think-tank environment.
- Five or more years of professional experience, including two or more years of relevant post-baccalaureate research experience.

General Skill Requirements:

- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

To apply, click here:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3577414.

Submit a cover letter, resume and an HIV-related statement, op-ed, or article you have authored as a writing sample. Incomplete submissions will not be considered. Initial screening will begin immediately and will continue until the position is filled. No phone calls or emails, please.

About the Black AIDS Institute

The Black AIDS Institute is the only national HIV/AIDS think and do tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit www.blackaids.org.