



## **Job Description – Research Manager**

### **The Company**

Crescendo Consulting Group is a woman-owned, boutique consulting firm specializing in community needs assessments, strategic planning, evaluations, and HUD consolidated plans. Its clients include hospitals, health systems, behavioral health treatment organizations, public health departments, community action agencies, municipalities, and other organizations across the United States.

Crescendo's mission is to positively change the lives of the people, organizations, and communities we serve through an integrated set of consulting and management services. In recent years, Crescendo has worked with clients in Maine, New Hampshire, Florida, Texas, California, Arizona, and more. For more information about the firm, please visit our website [www.crescendocg.com](http://www.crescendocg.com).

### **The Position**

Crescendo Consulting Group is seeking a high-energy, independent, and enthusiastic data-focused individual for the position of Research Manager working remotely within the United States.

The primary focus of the position is to conduct quantitative and qualitative research. The individual must have a strong understanding and experience working with quantitative data and analyzing data tables, especially health care-related data. Individual must understand basic biostatistics with advanced skills in Excel. Experience with R or similar software is ideal. Bonus points if you have built online data dashboards.

The individual will also conduct qualitative research, such as focus groups and stakeholder interviews and design surveys. The Individual will analyze quantitative and qualitative research findings and write reports for clients. The Research Manager will also be responsible for the quality control process of the research cycle.

The Research Manager will be required to travel to client sites as needed within the United States. Expected client travel is approximately up to one week a month depending on project needs. The Research Manager reports to the Managing Principal.

The successful candidate will have excellent data analysis and communications skills, thorough attention to detail, and strong writing and organizational skills. Being resourceful, creative, analytical, team-oriented, and intellectually curious are also important attributes.

### **Job Responsibilities**

- Collect and analyze data from a variety of sources, including the U.S. Census Bureau, CDC, SAMHSA, HUD, state health departments, and other sources.
- Create and analyze community surveys.
- Use R or similar statistical analysis software to conduct cross-tabulation analysis or similar analysis of survey data.
- Conduct stakeholder interviews and focus groups via the telephone, Zoom, or in-person.

- Analyze quantitative and qualitative data to write a comprehensive summary report.
- Provide quality control of data analysis in all client reports.
- Manage client projects (approximately 2-4 projects at a time)
- Client travel within the United States is required (up to a business week a month)

### **Minimum requirements**

- Master's degree plus 2-3 years of relevant experience in healthcare or similar data-focused industries
- Demonstrated ability to work collaboratively on files in a Microsoft Windows environment
- Strong understanding of public health, healthcare, and/or housing data
- Community needs assessment or market research experience
- Strong data analytics skills
- Ability to translate analyses to deliverable products, including written reports, for a variety of audiences
- Attention to detail
- Excellent written and oral communications with team members and clients
- Demonstrated advanced competency in Microsoft Office, especially Excel and Word
- Excellent time management skills and the ability to balance multiple projects
- Ability to adopt effective remote work practices needed to collaboratively produce timely and high-quality deliverable products
- Must be able to work legally within the United States
- Live in the continental United States
- Demonstrated project management skills

### **Non-required but beneficial skills**

- An entrepreneurial spirit
- Certification(s) in data science and/or business intelligence/analytical software platforms
- Strong understanding of social determinants of health and core public health competencies
- Experience conducting interviews and/or focus groups
- Bilingual

### **Benefits**

- Full-time salary with PTO and paid holidays
- Performance-based annual bonuses
- Company-paid employee health insurance
- Dental insurance
- Company paid short and long-term disability insurance
- Simple IRA with company match
- Professional development stipend
- Home office stipend
- Wellness reimbursement
- Paid volunteer time and matching charity donations

**Salary**

Salary will be based on work experience and skillset. The expected salary range is \$60,000-\$80,000.

**To Apply:**

Interested candidates should email a resume, cover letter and salary requirements to:

**Katelyn Michaud** - [KatelynM@crescendocg.com](mailto:KatelynM@crescendocg.com)

Individuals invited to interview will be required to submit a writing and data analysis sample.