



## **Job Description – Qualitative 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 Qualitative Research Manager working remotely within the United States.

The primary focus of the position is to conduct qualitative research. The individual must have a strong understanding and experience conducting stakeholder interviews and focus groups in-person, virtually, and hybrid. The individual must also be experienced in analyzing the data and writing reports. Bonus points if you have experience designing, fielding, and analyzing surveys.

The Research Manager will be required to travel to client sites as needed within the United States. Expected client travel is approximately up to 7-10 days a month depending on project needs. However, travel needs vary and are split across the team. The Qualitative Research Manager reports to the Managing Principal.

The successful candidate will have excellent qualitative 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**

- Conduct stakeholder interviews and focus groups via the telephone, Zoom, or in-person.
- Analyze qualitative data to write a comprehensive summary report.
- Provide quality control of data analysis in all client reports.
- Manage client projects (approximately 3-5 projects at a time)
- Create and analyze community surveys.
- Manage a small team of Research Analysts.
- Client travel within the United States is required (up to a maximum of 7-10 days per month)

### **Minimum requirements**

- Master's degree plus 2-3 years of relevant experience in healthcare or similar data-focused industries
- Minimum of 2-3 years of qualitative research experience, including focus groups and stakeholder interviews
- 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
- Demonstrated ability to work collaboratively on files in a Microsoft 365 Windows environment
- 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
- Driver's license and the ability to rent a car

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

- An entrepreneurial spirit
- Quantitative data analysis
- Strong understanding of social determinants of health and core public health competencies
- Bilingual (Spanish)

#### **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
- 401k 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-\$82,000.

#### **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 sample.