

**Research Project Manager (RPM-2021)  
Atlanta, GA (remote)**

Do you have experience with research project management and communication projects? Love managing timelines, workflow, budgets, and staff to create programs? Looking for a way apply your skills to change behaviors and improve lives? Does the thought of working for an all-remote, non-bureaucratic small private company sound refreshing?

**What You Will Do:**

In this role you will exercise your expertise to:

- Execute a portfolio of social science and behavior change projects funded by federal and commercial clients
- Manage project workflow and related management tasks for workplans with myriad deliverables, all of which must be met on time and with high quality
- Plan and troubleshoot project operations on a daily, short-term, and long-term basis to anticipate the needs of the staff, clients, and overall workflow. Present possible solutions to anticipated problems before they arise
- Supervise the work and responsibilities of an internal team of researchers; and external vendors, including contractors, consultants, and KDHRC's projects' expert panels
- Ensure the highest quality client service and communication
- Contribute to business development, proposal writing, and partnership outreach to bring in new projects
- Exercise your energy and creativity to work with a dynamic team to support client requests

**What You Will Bring?**

Masters' degree in social science and a minimum of three years project management experience, plus strong background in project management, client relations, and operations management. Impeccable attention to detail and exceptional interpersonal skills will be put to good use.

**Who We Are:**

KDH Research & Communication provides timely dissemination of new research in the public and social services fields. Our mission is to produce and disseminate creative, science-based programs that improve the health and well-being of the nation's youth, family, and communities.

KDHRC offers flexible scheduling, competitive compensation and benefits, strong work/life balance and wellness programs, and the opportunity to directly support the owners of the business.

**How to Apply:**

Send your resume and a cover letter to [careers@kdhrc.com](mailto:careers@kdhrc.com). Please include the position title, position number, and favorite color in the email subject line. We will not review resumes without cover letters or resumes with generic cover letters. KDHRC will consider all qualified

applicants for employment without regard to race, color, religion, gender, or national origin.  
No telephone calls please.