JOB DESCRIPTION

| **Title** | Research Director | | |
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| **Reports To** | President and Chief Executive Officer | | |

**Job Purpose**

The Research Director will oversee government facing research and program requirements related to granted funding projects. The incumbent will support the organization’s overarching advocacy initiatives as well as the activities of member working groups.

The ideal Research Director has excellent leadership, communication, and project-management skills to manage research projects, budgets, and client relationships effectively.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Develop and manage new research projects from design and analysis to presentation and communication of findings
* Manage the following issues and committees:
  + [Insert issue or committee]
  + [Insert issue or committee]
  + Others to be determined
* Be responsible for the administration, planning and coordination of meetings, follow-up, agendas, and minutes (with content in both English and French languages as necessary)
* Draft the necessary accompanying documents for the work of the committees
* Coordinate meetings and follow-up between the [Organization Name] team and various levels of government and other non-governmental stakeholders related to committees and files
* Follow programs that are already in operation or potential future projects such as:
  + [Insert project]
  + [Insert project]
  + Potential future projects
* Collaborate closely with other director-level staff to develop policy and communications strategies
* Keep up to date with the latest research developments
* Update and project future research paths, making adjustments based on current conditions
* Oversee any additional members of the research team
* Retain notes on all projects, successful or otherwise
* Additional related duties as assigned

**Core Competencies**

* Outstanding communication and leadership skills
* Ability to manage a team and delegate tasks effectively
* Strong organizational and time management skills
* Ability to work in a fast-paced environment
* Great problem solving and decision making skills
* Excellent attention to detail
* Strong analytical skills
* Ability to develop strategies and plans
* Excellent project management skills
* Excellent negotiation skills

**Qualifications**

* Master’s degree in a relevant field or equivalent required
* XX years of experience in a research environment is required
* Proven track record of successful research projects is an asset
* Knowledge of statistical principles and methods for data analysis an asset
* Familiarity with (Insert software) is an asset
* Knowledge of project management principles an advantage
* Bilingual in French and English

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required, including some evenings as needed.
* Some travel may be required.
* This position is remote.