



**Job Title:** Research Panel Manager  
**FLSA Status:** Full Time, Exempt  
**Reports to:** Director of Advocacy

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Director of Advocacy, the Research Panel Manager provides comprehensive team, administrative, and project support to ensure effective overall management of accounts and execution of deliverables. Research Panel Manager is responsible for managing data collection projects, recruiting for primary research projects, and managing contacts in CAA Health's proprietary database, supporting market research and strategic analytics.

**Primary Role and Responsibilities:**

- Panel management including building and maintaining relationships with current panel members, expanding/building the panel through new outreach and relationships
- Recruiting communications for market research, scheduling/coordinating travel for live meetings and interviews
- Leading and managing projects requiring support for data collection
- Maintain understanding of panel enrollment, including target population and identified gaps
- Manage participant incentives
- Collaborate with organizational stakeholders to design and implement panel surveys and process invoices
- Appraise current panel and polling literature to incorporate relevant aspects into paneling efforts
- Collaborate to organize and support Panel's Community Advisory Board {CAB}, including scheduling meetings, support creation of agendas, meeting facilitation and note taking

**Minimum Requirements/Qualifications**

- Bachelor's Degree in Public Health, Computer Science, Statistics, or a related field. A Master's degree is a plus.
- Knowledge and experience conducting activities to collect, analyze, and interpret quantitative and qualitative datasets, familiarity with survey research processes involving questionnaires and focus groups

- Knowledge of statistics and experience using statistical and visualization packages for analyzing datasets (Excel, R, SPSS, SAS etc.). Experience using Tableau visualization software is a plus.
- Ability to maintain accurate and confidential client/service information and prepare internal and external reports as required
- Excellent communication, organizational and time management skills
- Ability to work both autonomously and collaboratively with a team in a fast-paced environment
- Initiative and capacity to respond effectively in stressful/crisis situations and multi-task
- Experience with community networking and resource building
- Willingness to be flexible with work schedule/some evenings and weekends required
- Excellent public speaking and presentation skills
- Strong writing skills, and ability to convey information in a clear, and concise manner
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds.
- Ability to connect with diverse communities and forge strong relationships
- Proficient with Microsoft Office 365
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Ability to perform several tasks concurrently, time management and organizational skills
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

**Salary Range:**

\$50,000 - \$55,000

**Additional Employee Benefits**

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

**Physical Demands**

The work involves normal physical activity associated with an office environment.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please submit a cover letter, resume and writing samples to the following email address and include **Research Panel Manager** position in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). All applications must be submitted electronically – none will be accepted in person. No phone calls please. More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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The Center for African American Health is an equal opportunity employer. We do not discriminate based on race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.