

JOB POSTING – PROJECT MANAGER, REGIONAL

POSTING DATE: June 12, 2024

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research is seeking a talented and skilled Project Manager to support its Regional Economic and Community Development group. As the Project Manager, you will coordinate and facilitate regional projects and participate in community development initiatives. You will utilize your excellent writing, presentation, and communication skills while proposing project methodologies, contributing to project proposals and reports, and developing promotional content in consultation with the team's Senior Director. You will be responsible for statistical analyses, creating data visualizations and presentations, and communicating with stakeholders. Additionally, you will serve as a mentor to junior research analysts and interns involved in these projects. Additional duties and responsibilities include but are not limited to:

- Developing and coauthoring products
- Drafting and editing project proposals, reports, and presentations
- Conducting data and statistical analyses
- Conducting interviews focus groups and other primary research
- Developing visually compelling content

You will be working onsite at our office in Kalamazoo, Michigan, with the option of occasional remote work. Therefore, the incumbent must reside within driving distance of Kalamazoo.

About the Regional and Community Development Team

The Regional team's focus is on applied economic research and technical assistance. It addresses issues in regional economies, economic development, workforce/occupational development, evaluation, public policy development and economic impact modeling and analysis. The team assists corporate, nonprofit, economic and workforce development entities along with all levels of government in problem resolution and strategic decision making. Besides offering a comprehensive set of economic development services, the Upjohn Regional team also provides land use and resource planning, mapping capabilities, and the Regional Datahub.

POSITION REQUIREMENTS

Master's degree and some practical experience or a bachelor's degree with a minimum of five years of relevant experience is required, in addition to demonstrated experience in both quantitative and qualitative social science.

To thrive in this role, you will possess excellent writing and editorial skills, including experience with developing shorter and longer form content, outstanding oral presentation and communications skills, and excellent data visualization skills and fluency with appropriate software tools. Excellent organizational skills and attention to detail are necessary. The ability to work both independently and collaborate with other researchers and internal and external stakeholders is required.

WAGES & BENEFITS

This position offers a minimum annual starting salary of \$65,000 and up based on experience, as well as a generous benefit package. Offered benefits include health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.