



## JOB POSTING

**Title:** PROJECT DIRECTOR  
**Reports To:** Director of Academy Studies  
**Hours:** Project based: temporary, part-time

### **Position Overview**

The Project Director is responsible for providing oversight and guidance of Academy studies including the day-to-day research project management, supervision, and evaluation of project staff and preparation of the draft and final reports and other work products. These tasks are to be carried out in coordination with the Panel of Expert Academy Fellows or Expert Advisory Group and Director of Academy Studies. The Project Director must possess excellent communication skills and work effectively with internal and external stakeholders including clients, Panel Chairs, Expert Advisory Group members, the Director of Academy Studies, and project teams.

### **Essential Requirements and Responsibilities**

- Plan and direct the delivery of project deliverables in accordance with the study objectives and scope.
- Collaborate with the Panel or the Executive Advisory Group to determine the project timeline and any other matters on which direction or guidance is appropriate. Maintain the appropriate liaison with the client, Panel or Executive Advisory Group.
- Manage study staff, develop a work plan, assign tasks to study team, and monitor progress.
- Conduct research and analysis in order to develop original content for the final report.
- Facilitate first person research engagements such as interviews and roundtable discussions.
- Prepare progress reports to the client (and appropriate congressional staff for congressionally mandated studies).
- Provide routine performance feedback to project staff as a part of the Academy's employee development program.
- Manage all project funds according to established accounting policies; review monthly project cost and staff utilization reports from the accounting department; and evaluate variances from budget.
- Support organizational development activities such as identifying new opportunities, serving as subject matter expert for proposal creation and/or participating in client meetings and presentations.

### **Qualifications and Requirements**

- Excellent written and verbal communication skills
- Excellent interpersonal skills to interact with internal and external stakeholders
- Ability to assess the complexities of each project and project team and to develop strategies to influence and drive positive outcomes
- Ability to effectively lead, motivate, and guide project teams
- Proficiency in Microsoft Office Suite programs

### **Education and Experience**

- At least 10 years of management consulting, program management, or evaluation experience
- Demonstrated success working with or in the public sector
- Advanced degree preferred