



Research Director Research Department

The Research Director is responsible for managing client relationships at the account level, including individual projects. This position works in conjunction with Client Services to oversee and maintain the account relationship, working with clients to expand applications and opportunities within the client organization, as well as individual projects. The Research Director is also responsible for working with Language Analysts and Quantitative Analysts to ensure that projects flow through on time and on budget, and is responsible for consistently reporting project hours. This position is heavily involved in the final product delivered to clients, and is ultimately responsible for providing beautifully executed and exciting results to clients.

Essential Job Functions:

- Designs and Manages Projects: (40%)
 - Oversees all stages of project process
 - Executes against project budget and timeline – responsible for maintaining these throughout the project process
 - Coordinates with Quantitative Analysts, Language Analysts, Operations/Programming/Fielding and Accounting
 - Develops discussion guides
 - Develops comprehensive and blended analysis plans
 - Presents findings via phone and in-person
- Performs analytic duties, including: (20%)
 - Conducts quantitative analysis (when necessary)
 - Performs final synthesis
 - Writes reports and presentations
- Client Relationship Management: (40%)
 - Manages Project and Account Level Interaction (working with Client Services), expanding the size of account and applications within the client organization
 - Keeps Client informed throughout project process, acting as a consultant on internal needs

Knowledge, Skills and Abilities:

- Client Management/Relationship Building Skills
- Strong background in Quantitative Design and Analysis
- Exceptional Communication Skills
- Ability to synthesize analysis findings
- Ability to prioritize and coordinate multiple projects
- Strong comfort level with technology and new software



- Interest in marketing/business issues
- Sensitivity to language
- Natural curiosity and analytical thinking skills
- Must have excellent organizational skills and pay close attention to detail
- Supervisory inclination, to provide training and direction to Analysis staff
- The ability to communicate ideas and complex information in an effective and professional manner both verbally and in writing

Education and Experience:

- Bachelor's degree
- Minimum of five years professional project management and budgeting experience
- High level of experience with Microsoft Office applications, including: PowerPoint, Outlook, Word, and Excel
- Experience with SPSS data files and/or Statistics
- Experience in an Analyst position is required

Location: Des Moines, IA/Chicago, IL (remote upon approval)

Employment Classification: Full Time/Non- Exempt

Supervisor: Senior Vice President, Research

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

Please email resume to: laura.debartolo-tow@quester.com