



because the first 5 years matter

RESEARCH PROJECT MANAGER JOB DESCRIPTION

TITLE: Research Project Manager

EFFECTIVE DATE: April 2025

FLSA CLASSIFICATION: Non-Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Executive Director

POSITION TYPE: Full-time

PRESCHOOL PROMISE VISION: All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION: Preschool Promise partners with families, providers and community leaders so that all children have high-quality early childhood experiences from Prenatal through Age 5.

SUMMARY/OBJECTIVE OF POSITION

This position's primary responsibility is to manage a large early childhood research project funded by the United States Department of Education.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 1. Develop and manage a detailed project plan to accomplish the goals.**
 - a. Create a detailed project plan that can be readily shared with all team members.
 - b. Center and maintain a focus on the objectives and purpose of the work.
 - c. Manage deadlines and hold team members accountable.
 - d. Prepare agendas, facilitate regular meetings and status updates.
 - e. Identify and address critical path obstacles to ensure the project stays on track.
- 2. Ensure timely and clear communication with all key stakeholders.**
 - a. Create written status reports to share with key stakeholders.
 - b. Establish the Advisory & Family Council meeting dates and agendas.
 - c. Draft the quarterly updates to Advisory Council members.
 - d. Write status reports and participate in U.S. Department of Education meetings.

- 3. Effectively manage relationships with Preschool partners and teachers.**
 - a. Create and manage contracts, including detailed scopes of work and budgets, with subcontractors, Advisory Council members, and with other vendors and partners.
 - b. Build relationships with Preschool partners - administrators and teachers, to ensure there is appropriate participation in the various phases of the work.
 - c. Address problems that arise in a timely and professional manner.
- 4. Ensure the project complies with the federal contract and the established research protocols.**
 - a. Understand and follow all requirements from the U.S. Department of Education for the EIR grant.
 - b. Manage the overall budget and expenditures to ensure the project stays on budget.
 - c. Work with the Preschool Promise finance team to ensure timely and accurate tracking of expenses.
 - d. Work with the researchers to ensure the criteria established for the quasi-experimental design are strictly followed.
- 5. Contribute to the Preschool Promise staff team and build a positive work environment.**
 - a. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
 - b. Speak about others in a positive and respectful manner.
 - c. Manage conflicts in a professional way that leads to healthy resolution.
 - d. Accept and receive feedback as part of continuous professional growth.
 - e. Assist with special projects and assignments as needed.

COMPETENCIES REQUIRED

- Superior project management skills
- Strong professionalism and interpersonal skills
- Excellent communication skills
- Strong customer-service orientation
- High level of competency with Google Suite (Gmail, Docs, Slides, Sheets) and Microsoft Office programs (e.g., Excel, Word, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Strong attention to detail and accuracy
- Ability to intervene and avert problem situations and resolve conflicts
- Ability to work with teams

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- At least 5 years of project management

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Experience working in an education or non-profit organization
- An understanding of research projects
- An understanding of early childhood education

WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to work in the office and travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Standard work hours, with flexibility based on project and meetings; rarely may require an evening or weekend
- May work up to one day a week from home, as job responsibilities permit

TRAVEL REQUIRED

- Travel to annual conferences will be required

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC). Preschool Promise, Inc. has a contract with the Montgomery County ESC to manage the human resource functions, including payroll and benefits for its personnel. This position will be funded by the EIR grant from the U.S. Department of Education.

To apply for this position, send a cover letter and resume to employment@preschoolpromise.org.