



Director, Project Management

About this Opportunity:

GeoPoll is the leading provider of remote, mobile-based research in emerging markets, providing full-service solutions to its clients. It is the world's largest mobile surveying platform working in Africa, Asia, and Latin America and is looking for a Director, Project Management based in Washington, DC or Denver, CO to supervise and manage projects in a number of different locales.

We are looking for an individual with a deep understanding of the international research space who can manage projects being delivered across multiple modalities. This role calls for an attention to the minutiae of each project as well as a focus on the larger overall project portfolio. The ideal candidate must have solid experience in market research and a keen interest in building and maintaining relationships with a wide variety of clients.

The ideal candidate for the role has the capacity to work in a multi-cultural environment and an ability to juggle and execute on numerous responsibilities, sometimes on tight timelines.

Responsibilities:

- Overseeing the delivery, budget, and quality specifications of projects across multiple modes (SMS, Mobile Web, IVR, CATI – Computer Assisted Telephone Interviews & CAPI – Computer Assisted Personal Interviews)
- Conducting reviews to ensure accountability of all project activities
- Providing accurate and timely reporting of status, issues, obligations and financial deliverables to the executive management team
- Review status reports and key performance indicators from the Project/Portfolio Team and address issues as appropriate
- Develop, implement and maintain standard policies and procedures
- Managing the project pipeline and resources
 - scheduling and coordinating both internal (a team of 15+) and external resources (1,300+ enumerators for CATI and CAPI)
- Working with Project Managers, Leads and Assistants to ensure high levels of productivity, quality controls, standardization and efficiency are maintained
- Providing strategic leadership and operational, financial and managerial leadership for the successful implementation of project activities
- Providing senior resolution to client issues and team related issues

Requirements:

- Bachelor's degree, Master's degree preferred
- 8+ years in Program Management
- 4+ years in a management role
- 4+ years in research-related field
- Experience in managing, designing, implementing and evaluating multi-country projects
- Understanding of the fundamentals of international project research
- Excellent communication and management skills
- Excellent organizational and leadership skills
- Project Management certification (not mandatory)

Compensation

Salary (commensurate with experience & qualifications) ranges between \$95,000 and \$110,000



GeoPoll is also pleased to offer a comprehensive list of benefits including health insurance, life & AD&D, vision & dental coverage all through our PEO – Oasis.

Application instructions

To apply please send a cover letter and resume (as a single file, with your name as the file name) to jobs@geopoll.com with **Director, Project Management** in the subject line.

About GeoPoll

GeoPoll is a leading research organization that uses mobile phones to gather direct, real-time insights from millions of people throughout Africa, Asia, and Latin America. Working with clients including global brands, media outlets, and international development groups, GeoPoll facilitates projects that measure vital indicators around the world.

EEO Statement

GeoPoll is an Equal Opportunity Employer and welcomes diversity. We do not discriminate on the basis of race, religion, tribe, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications and merit