



**Position:** Project Manager, Housing, Health, and Community Economic Development Research  
**Schedule:** Full-Time/Regular  
**Location:** Seattle, WA (Hybrid: WFH and In-Office)  
**Travel:** Up to 15%  
**Salary:** \$50,000-\$70,000 DOE, plus 401(k), health insurance (no employee premium), paid vacation and sick leave, transportation subsidy (ORCA card), performance bonus and periodic salary review

**USE YOUR PROJECT MANAGEMENT AND COORDINATION SKILLS TO ADVANCE SOCIAL JUSTICE AND SUPPORT TRIBAL AND NATIVE COMMUNITIES**

Big Water Consulting is a dynamic and social justice-focused data collection and analysis consulting firm located in the University District neighborhood of Seattle. Big Water's clients range from tribal governments and tribal programs to local and international nonprofit organizations to research departments at respected colleges and universities. Big Water is currently working on a wide range of innovative and impactful tribal, state, regional and national-level housing and community economic development studies throughout the country. We pride ourselves on building lasting capacity for our clients, and filling critical data gaps for unique, diverse, and often underserved communities in the Pacific Northwest, the United States and throughout the world

**We are seeking a dynamic, determined, talented and ambitious individual to serve as Project Manager for our growing organization.** This person will report directly to the Managing Director and work directly with our Research Director, Research Associates, and Assistant Researchers to design and manage research studies which incorporate online, mail-out, door-to-door and intercept surveys as well as a host of other qualitative, quantitative, and observational methods. The selected candidate will draw from prior project management experience and utilize appropriate project management tools and practices to ensure that projects are on schedule and on budget, conform to relevant requirements, meet or exceed client expectations, and sustain rigorous quality control from the design stage through to the reporting and presentation of results. In addition, this

position will require an ability to adapt to new tools and methods and operate within the complex and dynamic cultural contexts of tribal and urban areas, for example, while maintaining the highest standards of data collection, monitoring/quality control, analysis, and reporting. The ideal candidate will be excited to serve as the face of the organization at relevant meetings and be prepared to travel to assist our clients and present project results throughout the country.

**[Please note that application packages will only be reviewed if all the required materials listed below are provided by the deadline.]**

**Primary Duties:**

- Serve as a vital part of the Big Water team that designs and implements data collection and research projects in tribal, culturally distinct, and underserved communities
- Manage organizational and project resources throughout the entire project lifecycle (conception, planning, implementation, and closeout), track budget and staffing across various projects, create and maintain project workplans and timelines, coordinate work of project staff, and support managers in project design
- Assist with business development and grant writing, including establishing and maintaining relationships with clients and foundations/funding sources
- Engage with senior firm leadership regarding the implementation and health of projects, including reporting through various internal mechanisms
- Collaborate and communicate with clients and partnering organization investigators and research teams regarding project logistics and research goals
- Work with management and business development staff to identify research and evaluation opportunities (often RFPs and grant announcements) in local, state, federal and tribal settings
- Maintain ongoing communication with clients, stakeholders, partners, and institutional review boards before, during and after projects
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Travel (up to 15%) to client offices and lands in rural and remote parts of United States, including Alaska and Hawaii

**Required Education and Experience:**

Direct participation in project design and management of project budget, schedule, staffing and client/funding source relations

Coordination of projects involving multiple sites, clients, partners, and funding sources

Experience managing tiered teams involving multiple investigators, junior research staff and research assistants or interns

Excellent verbal and written communication skills

Strong organizational skills, and attention to detail

**Education:**

Bachelor's degree in relevant subject with at least 1 year of experience involving the coordination or management of projects in an institutional, governmental, academic, or consulting firm setting

**Preferred Experience:**

- Experience working with or in American Indian/Alaska Native/Native Hawaiian and/or other culturally diverse communities
- Experience implementing projects funded by local, state, or federal grants

**Application Process:**

The following required materials should be sent to Kevin Klingbeil, Managing Director, at [kevin@bigwaterconsulting.net](mailto:kevin@bigwaterconsulting.net):

1. Cover letter (outlining specific interests in our work and relevant experience and describing a minimum of two projects that demonstrate applicant's relevant project management experience and applicant's role(s) in the projects)
2. Resume or CV listing or highlighting relevant project management experience
3. Two professional references familiar with applicant's project management or other relevant professional experience

This posting will remain open until the position is filled.