



Position: Research Director, Tribal Housing, Health, and Community Economic Development
Schedule: Full-Time/Regular
Location: Hybrid (Seattle, WA) or Remote
Travel: 15-20%
Salary: \$100,000-\$135,000 DOE, plus 401(k) plan, health insurance (no employee premium), paid vacation and sick leave, subsidized transportation (ORCA card), and periodic salary review and performance bonus

USE YOUR HOUSING, HEALTH AND COMMUNITY ECONOMIC DEVELOPMENT BACKGROUND AND RESEARCH SKILLS TO ADVANCE EQUITY AND SOCIAL JUSTICE FOR TRIBAL AND NATIVE COMMUNITIES

Big Water Consulting is a dynamic and social justice-focused data collection and analysis firm located in the University District of Seattle. Big Water's clients include Tribal governments and programs, local and international nonprofit organizations, state and federal agencies, and research departments at 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 passionate, ambitious, and socially conscious individual to serve as Research Director for our growing organization. This person will report directly to the Managing Director and work with our Project Manager, Research Associates, Community Economic Development Specialist and Graduate Research Assistants to design 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 research and survey design and implementation experience and utilize an array of leading-edge tools and software to provide cost-effective, situationally appropriate, and successful data collection, analysis, and reporting solutions for our clients. 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 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 survey 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 part of the Big Water leadership team developing and implementing studies in Tribal, culturally distinct, and underserved communities
- Lead Big Water’s core report drafting and proposal writing team, including project design, focusing the data analysis, preparing insightful and actionable findings, and sharing the story told by the data
- Provide subject matter expertise for Big Water Consulting regarding local, state, and federal housing and community and economic development programs as well as survey design and administration, data collection approaches and program evaluation in Tribal, underserved and culturally diverse areas (including via representation of BWC at conferences, conventions, and meetings/panels of experts)
- Maintain ongoing communication with clients, stakeholders, partners, and institutional review boards before, during and after projects
- Lead study design and implementation process (including program evaluation)
 - Apply structured stakeholder-driven approach to determine project purpose, goals, and outcomes
 - Guide survey design and implementation (including survey content preparation and form creation)
 - Oversee administration of surveys, studies, and evaluations
 - Coordinate field-based data collection and distribution, and processing of mailed and online forms
 - Coordinate other quantitative and qualitative data collection activities, including focus groups, expert interviews, administrative record review, polls, and counts
- Design effective and engaging client training and capacity-building sessions
- Manage junior team members, including research associates and interns
- Maintain evolving archive of data collection best practices and effective survey questions and definitions for specific areas, cultures, and subpopulations
- Travel (15-20%) to client offices and lands in rural and remote parts of United States, including Alaska and Hawaii
- Assist with business development and grant writing, including establishing and maintaining relationships with foundations/funding sources

Required Education and Experience:

Post-academic professional experience in leadership role designing and administering studies or surveys which collected social, health, economic, or demographic data

Advanced knowledge of or experience with local, state, federal and tribal housing and community and economic development programs and related data sources (e.g., Low Income Housing Tax Credits (LIHTC), New Markets Tax Credits (NMTC), Opportunity and Promise Zones, Community Development Block Grants, Tax Increment Financing (TIF), Home Mortgage Disclosure Act, NAHASDA, Longitudinal Employer-Household Dynamics (LEHD), Indian Housing Block Grant, SAMHSA, CDC and NCHS data)

Demonstrated experience in the following:

1. Direct engagement in survey instrument development and testing and mixed method survey design
2. Study recruitment and/or application of cognitive interviewing methods
3. Independent analysis of survey data (including “messy” data) using R or other statistical software packages
4. Drafting of complex, professional, and engaging data reports for a wide range of audiences
5. Field or office-based management or team leadership in a survey or research administration position
6. Participation in field-based surveys in urban or underserved areas and/or Tribal lands

Education:

1. PhD in relevant subject with at least 4-5 years of post-doctoral professional experience designing and administering surveys or studies in an institutional, academic/departmental or consulting firm setting, or
2. Master’s degree in relevant subject with at least 7-10 years of post-Master’s professional experience designing and administering surveys or studies in an institutional, academic/departmental or consulting firm setting

Preferred Experience:

- Experience working with public and/or Tribal housing, planning or economic development entities
- Experience working with or in American Indian/Alaska Native/Native Hawaiian and/or other culturally diverse communities
- Experience implementing projects funded by state or federal housing, community development or economic development grants
- Use of LimeSurvey, SNAP Surveys, Qualtrics, Fulcrum or other survey form creation software to develop paper, tablet-based and/or online survey forms

Diversity and inclusion are fundamental to our work. Indigenous applicants, women, people of color, and members of the LGBTQ+ community are highly encouraged to apply.

Application Process:

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

1. Cover letter (outlining your specific interests in our work and relevant experience and certifications)
2. Resume or CV listing or highlighting relevant experience
3. Two brief but representative samples of your survey design or report drafting experience
4. Two professional references familiar with your relevant professional experience

This posting will remain open until the position is filled.