

# Project Manager

November 2019



TargetPoint Consulting, a leading MicroTargeting firm in our Nation's Capital, seeks a motivated professional looking to join our team as a Project Manager. As a Project Manager, your job is to oversee and document all aspects of the specific client project you are working on under one of TargetPoint's partners, staff or project directors. Project Managers will work closely with upper management and their teams to make sure that the scope and direction of each project is kept on schedule .

TargetPoint Consulting is a full service public opinion and MicroTargeting market research firm lead by the nation's foremost experts, seasoned political managers, leading statistical experts, and respected analysts. We work for conservative candidates and causes both to elect conservatives into office and support those already in office.

The successful candidate will:

- Have a passion for and understanding of conservative politics
- Collaborate with their team and upper management to successfully meet the goals of our clients
- Express creativity to continually innovate processes and programs

## Responsibilities

- Working with a variety of vendors to manage project logistics
- Maintaining internal records of project methodologies and ensuring projects meet these standards
- Ensure resource availability and allocation across the company – working with other managers on workflow and production and effectively delegating responsibilities across team members as needed
- Completing various parts of the research process, from writing proposals, fieldwork, analysis, and providing actionable recommendations to upper management or our clients in the form of memos or presentations.
- Act as a quality control check on survey questionnaires, fieldwork programming, and reports to reduce error

## Qualifications

- 2 years experience in related field or political campaign experience; ideally with specific experience managing both projects and 3 or more individuals
- Bachelor's Degree in Political Science, Statistics, Mathematics, or related field.
- Attention to detail coupled with strong ability to manage a variety of projects simultaneously
- Excellent written and verbal communication skills
- Experience in survey research/public opinion polling preferred
- Experience or proficiency in SPSS, R, Stata, C#, SQL, Microsoft SQL, or Alteryx

## Salary & Benefits

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- Competitive salary based on candidate qualifications and experience.
- Performance bonuses offered on an annual basis.
- Full benefits package including healthcare coverage, HSA contributions, and 401(k) eligibility.
- Additional benefits including PTO, student loan repayment and college savings programs.

To apply, please send resume and cover letter to [infotpc@targetpointconsulting.com](mailto:infotpc@targetpointconsulting.com) with your name and the listed position in the subject line.

To find out more about TargetPoint Consulting, visit [www.targetpointconsulting.com](http://www.targetpointconsulting.com).