

# PPAI JOB DESCRIPTION

## Research Manager

### Brief Summary of Position

Responsible for managing all phases of PPAI market research and all internal research, from inception to completion, including the reporting and dissemination of the results.

### Reporting Structure

Title of reporting manager: Publisher/Editor-in-Chief

Department: Publications

### Job Status

FLSA Status (Exempt / Non-Exempt): Exempt

Compensation (Hourly / Salary): Salary

Job Status (Full-Time /Part-Time /Temp): Full time

Daily Schedule (Start time Flexible / Not Flexible): Flexible

Work Location: Work from HQ location in Irving, TX preferred with hybrid remote model, but remote candidates will be considered equally.

### Job Discretion

How many people does this position supervise: 0

Does this position have disciplinary responsibilities: No

Does this position have hiring / termination responsibilities: No

Does this position have evaluation responsibilities: No

### Essential Functions and Key Responsibilities:

1. Oversees the activities of PPAI research efforts, within the guidelines of the strategic plan, the PPAI mission, and the research budget.
2. Responsible for evaluating, developing and maintaining the research budget and for spending funds allocated to research.
3. Determines what research projects will be conducted each year with input from management and membership, and for outsourced projects, is responsible for securing proposals from research vendors and working with them once assigned to a project.
4. Responsible for reporting the results of each study, in a manner appropriate to the audience, which could include PPAI staff, membership, various committees, the Board of Directors, academia or the general public (both in verbal and written formats).
5. Responsible for developing and delivering research related education programs to members and the general public.
6. Plan and execute all PPAI research projects--both external and internal.
7. Develop schedule
8. Design, develop content and guarantee the integrity of all research projects.
9. Work to present and promote research findings in a way that makes PPAI, research not only visible, but useable for the PPAI member and promotional products industry.
10. Write summary articles for publication.

### **Association Wide Responsibilities & Values**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.
8. Additional duties as assigned.

### **Education Requirements for Enter Position**

<b>School/Certification Authority</b>	<b>Degree/Certification</b>	<b>Major/ Minor</b>
College	Bachelors	Marketing Research/Related Field

### **Experience Requirements**

<b>Type of Work</b>	<b>Years of experience</b>	<b>Depth of Experience</b>	<b>Other Details</b>
Research Project Management	4-5 years	High	
Statistical Analysis	4-5 years	High	
Research Design/Survey Development	4-5 years	High	
Research Results Presentation (written & oral)	4-5 years	High	

### **Knowledge, Skills and Abilities Required**

- Familiarity with standard concepts and practices in primary research
- Knowledge of research methodology, and statistical analysis
- Computer software: Windows, Microsoft Word, Excel, Power Point, SPSS
- Excellent written and verbal communication skills
- Ability to communicate with individuals at various job levels
- An aggressive worker and self-starter who requires minimal supervision
- Ability to look at research with from a business perspective

### **Physical Activity**

- Sitting
- Standing
- Lifting
- Pushing/Pulling
- Bending/Stooping
- Extended work hours, extended weeks (endurance requirement)

## **Work Environment**

- Office environment
- Trade show floor or event venues
- Temperature controlled environment
- Travel: Must be able to travel

PPAI is an Equal Opportunity Employer (EOE)

Apply to: [apply@ppai.org](mailto:apply@ppai.org)