Early Warning Project Manager

Overview

About BDI

The Bridging Divides Initiative (BDI) is a non-partisan research initiative that tracks and mitigates political violence in the United States. BDI supports efforts to grow and build local community resilience through elections and other periods of heightened risk, laying the groundwork for longer-term to bridge the divides we face as a nation.

We do this by 1) producing action-oriented and responsive research to fill existing gaps and empower local leaders; 2) enabling cross-sector collaboration, so individuals and organizations are better prepared to mitigate risk and respond to crisis when it does arise; and 3) helping to drive the policy and community response. Over the past four years, BDI played an essential role in supporting a wide range of actors preparing for and responding to political violence and democratic crisis. Our data, analysis, and tools continue to help a diverse coalition of national and local decision-makers better target their interventions. BDI is based at the Princeton School of Public and International Affairs (SPIA), co-hosted by the Empirical Studies of Conflict (ESOC).

For more information, please visit our website: https://bridgingdivides.princeton.edu/.

Position Overview

A critical part of BDI’s strategy is a functional U.S. “Early Warning, Early Response” effort, which relies on shared information and rapid distribution within and between key sectors of the existing response ecosystem.

BDI seeks a full-time, fully remote Early Warning Project Manager, who will work closely with other members of BDI’s research team. The Early Warning Project Manager will lead activities under the Building and Modeling Structures for Early Warning project (situated as part of BDI’s Delivering Action-Oriented Research objective portfolio), which includes overseeing the production of regular research products alongside other members of the BDI team, as well as management of a team of monitors. The role is envisioned as a one-year minimum engagement, with opportunities for renewal.
The outcome of your work is reliable and timely monitoring and early warning analysis products, which has proven an essential part of the U.S. early warning infrastructure. Regular reporting, timely issue briefs, and custom memos – drawing on data and collaboration with over a dozen monitoring partners – will provide reliable, trusted, and actionable information to help the entire early warning ecosystem get ahead of and respond to risk.

**Responsibilities**

**Key Responsibilities**

- **25%** - Oversee the production and distribution of regular, targeted early warning research products, for a diverse audience, including but not limited to a biweekly SitRep (Situation Report), covering trends in political violence and early warning signs of further violence across the U.S., drawing on monitoring and data analysis; a monthly collection of relevant incidents across the U.S.; and a bimonthly brief covering the shifting risk landscape; among others. Key responsibilities around these research products include: overall analysis across the U.S., writing, editing, strategizing about distribution, tracking usage, and more. These products and frequency of creation/distribution may change over time but the essence of the work is the same.
- **20%** - Manage a team of researchers, including their recruitment/hiring, training, scheduling and review of their work, delegating tasks/assignments, providing feedback, leading team meetings, etc.
- **20%** - Targeted OSINT monitoring, based on specific geographic or thematic needs
- **10%** - Working in close collaboration with members of the Creating Space for Collaboration objective portfolio, specifically as it relates to the Facilitating Early Action and Response project.
- **5%** - Together with other key members of the team, oversee the need, production, and distribution of ad-hoc Rapid Response Memos and Briefs, identifying key developments so that stakeholders can take immediate action, with input from relevant BDI staff.
- **5%** - Provide real-time support to BDI’s research and collaboration teams to deliver custom analysis and quick, accurate answers to pressing questions and concerns from community partners — such as contribution to addressing requests for information (RFIs) as requested
- **5%** - Work closely with other members of BDI’s research team to support a broad range of data-driven research programming.
- **5%** - Support BDI leadership in targeted outreach with data/project partners, including engagement with civil society or others key to advancing BDI’s objectives, and
communicating tools/resources to communities broadly, including presenting research findings for diverse audiences

- 5% - Leadership on project tracking documentation, including methodology documents, training materials, project status and delegation, etc.

**Qualifications**

**Required**

- Research experience focused on the U.S. political violence landscape, especially in identifying relevant early warning indicators
- Ability to think strategically and creatively around quantitative and qualitative data, including identifying new/emerging trends, gaps, and alternative analysis methods
- Experience in data analysis via programs such as Tableau or R, including demonstrated experience in data visualization creation
- Expertise in conducting OSINT monitoring to track activities of conflict actors, especially via social media and alt platforms
- Excellent writing abilities, especially past experience writing policy-focused memos, recommendations, or reports
- Experience and interest in people management, especially junior staff
- Outstanding interpersonal skills, and the ability to engage with a multidisciplinary team and collaborators, including a wide array of partners from diverse backgrounds and in a remote work setting
- Interest in and commitment to supporting civil society efforts to address political violence in the U.S., including work with partner organizations across diverse political affiliations, geographies, and sectors
- Ability to thrive in a fast-paced environment, including proactivity and agility in response to potential early warning indicators
- 5+ years of experience in research, policy, community engagement, or related role
- Bachelor's degree or higher in a related field

**Preferred**

- Master's degree in a relevant field
- Familiarity with ACLED data and/or other relevant quantitative data sources tracking political violence in the U.S. context
- Interest and ability to translate research findings to policy and practitioner audiences
- An understanding of the use of data analytics to inform M&E
- Experience working on a remote team, including familiarity with relevant work tools (e.g. Slack, Zoom, Asana, etc.)

No matter who you are, BDI is a place you can call home. We know that our unique perspectives make us stronger, smarter, and well-positioned for success. We value and rely on the collective voices of our team to help guide our work on challenging issues.

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