

# Research Analyst

(Last Updated May 2021)

## JOB OVERVIEW

The Research Analyst role is a team member with experience in the many facets of work that is executed by the Greater Sacramento Economic Council each day. This role acts in a thought leadership capacity to guide organizational research priorities and efforts, ensuring connectivity among all areas of the action plan. This individual has mastered entry-level research tasks and can serve in the capacity of value proposition creation and proof point development from a market analysis as well as a business development lens.

## DUTIES AND RESPONSIBILITIES

- Research, collect, organize, and analyze economic data for metropolitan areas, states, and municipalities from various sources
- Compile information to make a compelling business case for prospective clients interested in the region
- Interface with community members to facilitate the collection of relevant site and community information or data
- Provide research support and advice to other internal teams to co-develop marketing materials, strategic documents, and other analyses consistent with the organization's economic development objectives
- Provide leadership and support to interns within the GSEC research team
- Conduct competitive market and industry analyses, including but not limited to emerging sectors
- Utilize various public and private datasets to conduct advanced data and statistical analysis on regional economic trends as well as financial and economic impact modeling tools to conduct analysis and report on the economic impact
- Write concise and effective briefs, reports, white papers and presentations
- Present to external audiences on behalf of GSEC and represent the organization at meetings, conferences, and other venues
- Respond to stakeholder requests for data and information as needed

## REQUIREMENTS, QUALIFICATIONS AND DESIRED TRAITS

- Strong computer skills, proficient in the MS Office suite of products as well as relational databases
- Strong customer service, presentation, and relationship management skills
- An interest in economic news and trends, whether locally or nationally
- Ability to juggle multiple projects and meet tight deadlines
- An aptitude for appraising and organizing facts for thoughtful and thorough analysis
- Expertise in developing metrics that measure the success of program drivers and impact
- Comfort working in a fast-paced environment and doing hands-on work in a growing organization
- Strong familiarity with quantitative and qualitative research design and techniques
- Professional demeanor always
- BA or MA degree in economics, finance, business, public policy, planning or other related fields
- At least 1 year of relevant work experience in economic development related research and/or business development

## APPLICATION INFORMATION

Salary range is dependent on experience. Qualified candidates should respond by sending a cover letter and resume to [hr@greatersacramento.com](mailto:hr@greatersacramento.com).