

Job Title: Research Manager
Department: Economic Development
Reports to: Director of Economic Development & Planning
FLSA Classification: Exempt



DowntownRaleigh
Alliance

JOB DESCRIPTION

Summary

Downtown Raleigh Alliance (DRA) seeks an innovative economic research professional to lead in-house research efforts that position DRA as the resource for information and data about Downtown Raleigh. The Research Manager is responsible for managing economic and demographic data for DRA, conducting custom research and for identifying, analyzing, organizing, presenting, and graphically communicating information to support the organization's mission and goals.

Responsibilities/Essential Functions:

- Manage tracking of downtown market data and ensure that all appropriate internal databases are maintained accurately, including: business openings/closings, rental rates, occupancy rates, investment activity and trends, building permit activity, zoning applications, land and building sales, new office tenants, and other applicable data.
- Work collaboratively with government agencies, economic development and research partners, commercial real estate professionals, and downtown stakeholders to research, measure and aggregate key demographic, employment, real estate, and cultural statistics that tell the story of downtown.
- Produce data, maps, and analysis for annual State of Downtown report, quarterly economic development reports, and specialized packages of information for business and development prospect clients.
- Brief DRA senior leadership and economic development partners on emerging trends and special analysis conducted to support downtown planning and policy advocacy.
- Develop and advance new data collection methods, surveys, programs, and technologies as well as manage and enhance existing in-house data collection platforms such as DRA's pedestrian counter program.
- Support reporting of economic development metrics in accordance with contracts with the City of Raleigh for economic development and the downtown municipal service district.
- Support the maintenance and improvement of the organizational CRM database, assisting with the development of new database capacity and functionality, identification of downtown businesses and stakeholders, and packaging of information through geospatial and functional analysis.

Education/Experience:

- Bachelor's degree required. Graduate degree in city planning, data analytics, economics, geography, statistics, business, real estate, or related field preferred.
- One to three years of experience performing tasks similar to the research and data analysis activities described above. *Applied graduate coursework may be considered towards relevant experience.*

Skills and Capabilities:

- Strong analytical, research, and project management skills.
- Advanced proficiency in Microsoft Excel and Microsoft Office.
- Working knowledge of database applications, graphic design, and GIS is desired, but not required.
- Familiarity with real estate and demographic data sources including the US Census, ESRI Business Analyst, CoStar, real estate brokerage reports, etc. is preferred.
- Possess excellent written and verbal communication skills and be comfortable interacting with diverse groups including developers, business entrepreneurs, property owners, residents and government officials.
- High attention to detail and a demonstrated commitment to data integrity.
- Must be able to work independently and as part of a team.
- Experience thriving in a high-paced, results-oriented environment.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access various departments of a given location.

Travel required (if applicable):

- Regular local travel (city/county-wide) on a monthly basis for meetings and engagements.
- Occasional regional travel to a conference or tradeshow- not likely more than once per quarter with travel more likely around once per year.

Position Environment:

The Research Manager will work out of the DRA administrative office in a fast-paced, deadline-driven environment. The individual will interface with business and property owners, residents, community members, government staff, and service providers. Due to the nature of the position, it is expected that this individual may be required to work outside of the normal 8:30am to 5:00pm office hours.

NOTE: Due to the COVID-19 pandemic, employees whose job duties are conducive to remote work may do so by DRA policy. However, certain functions of this position may require the employee to be physically present, periodically, in the workplace and/or in Downtown Raleigh. While temporary, these remote work arrangements are expected to continue for the immediately foreseeable future. However, employees should not assume any specified period of time for telework. DRA will continue to monitor guidance from health officials and the need for remote work arrangements.

EEO statement: We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation:

Compensation shall be commensurate with experience. Anticipated hiring range is \$50,000 to \$60,000. The Research Manager is an exempt employee and will qualify for a generous benefits package to include health, dental, and retirement contributions. Vacation and sick time is also included.

Candidate Selection Process:

Every effort will be made to provide a fully virtual candidate interview and selection process to potentially include phone and/or videocall formats. Due to the virtual format, accommodations can be made as needed, dependent on individual candidate circumstances. Interview rounds are expected to occur in November and December of 2020. Qualified candidates may submit applications up until the close of the application window on Sunday, November 8th at 11:59pm EST.

To Apply:

Please email resume, cover letter, 2 work samples such as reports or initiatives of which applicant is primary author, and a list of 3 references to willgaskins@downtownraleigh.org