



JOB DESCRIPTION

Job Title: **Market Research Analyst**
Position Reports To: Vice President, Market Research & Analysis

[The Allegheny Conference on Community Development](#) is one of the nation's leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region.

The Conference markets the Pittsburgh region for business investment and job creation while championing public policies to improve its competitiveness. By bringing together more than 300 [Regional Investors Council members](#) and leadership from across the region, the organization defines southwestern PA's near- and long-term opportunities and challenges; identifies solutions to capture these opportunities and meet these challenges; and mobilizes the public, private and non-profit sectors to achieve results.

The Conference's goal – as it has been for almost 75 years – is to do this job better today than we did yesterday, while thinking and working together to create a next generation economy for all for the future.

OBJECTIVE

Working closely with the Market Research Team, this position plays a critical role in strategic intelligence-gathering and data analysis in support of the broad organization's [Agenda](#). The position assists in responding to inquiries related to business investment opportunities and regional competitiveness, maintains economic development datasets and databases, and conducts relevant comparative analyses.

PRIMARY RESPONSIBILITIES

Research and Analysis

- Receives, responds and acts upon external and internal data and information inquiries related to business investment, regional competitiveness, economic inclusion, workforce and education.
- Conducts strategic market research and comparative analyses to identify current and emerging business investment, labor market, demographic or economic competitiveness trends. Supports the development of marketing collateral.
- Develops briefing materials and makes presentations for potential action and decision-making.
- Engages with real estate, community and economic development partners for information gathering and data integrity purposes.

Data Management and Maintenance

- Oversees and maintains selected databases, including the real estate database, GIS, electronic files, online resources, and paper documentation. Maintains up-to-date project status information/activity in relevant databases.
- Works with partners, stakeholders and constituency groups to ensure databases are maintained with a maximum level of efficiency and cost effectiveness.

Effective team work and collaboration

- Responds to staff, partner, and key constituency inquiries and requests via telephone, written, and electronic communication. Initiates communications with these parties as appropriate.
- Balances multiple priorities, working independently or participating as a part of a cross-functional team, keeping others informed through clear written and verbal communication, while maintaining a high level of productivity.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

QUALIFICATIONS

- Education:** A degree in business, market research, library science or related field preferred.
- Knowledge:** Familiarity with market research practices, and business, economic and community development issues, local government structure, and/or civic agency operations preferred.
- Experience:** Up to 3 years or relevant experience required.
- Skills:**
- Proficient in MS Excel, GIS and database software.
 - Tableau and programming language skills a plus.
 - Data mining, data visualization, and business analytics.
 - Excellent oral and written communication skills.
 - Excellent organizational, planning, problem-solving, quantitative, and project management skills.
 - Ability to interact diplomatically in high-energy setting, establishing and maintaining cooperative working relationships with a wide range of individuals.

The Allegheny Conference is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

Competitive benefit package including medical, dental and vision benefits, disability, paid time off, paid holidays, 401(k) company match, and life insurance available.

**Send cover letter and resume to HRdept@alleghenyconference.org.
Deadline for applications is November 2, 2018**