Director of Research
Charlotte Center City Partners (CCCP)

Report: Direct report to the Senior Vice President of Planning and Development/Chief Planning Officer while working closely with numerous other members of the Charlotte Center City Partners team.

Job Summary:
Charlotte Center City Partners (CCCP) boldly envisions and activates strategies and actions that will assure Charlotte Center City is a welcoming and equitable, economically vibrant, culturally rich and beloved place for all. The CCCP Director of Research leads the in-house research effort to provide the most up-to-date information about Center City. Through a combination of primary and secondary sources and methods, she or he is responsible for developing and analyzing research necessary to support the organization’s mission and goals. The Director of Research is responsible for managing economic and demographic data for Center City Charlotte, conducting custom research and for identifying, analyzing, organizing, presenting, and graphically communicating information to support the agency’s initiatives. The Director of Research collaborates and strengthens relationships with partner organizations and stakeholders.

Specific responsibilities and activities include but are not limited to:
- Tracking housing, retail & office growth
- Collecting data and conducting surveys to inform transportation, parking, and transit efforts
- Analyzing census data as it pertains to the Center City
- Updating retail, office, and business occupancy databases
- Tracking local and national trends in support of business recruitment and retention efforts.
- Collecting and analyzing information related to special events and the hospitality industry
- Tracking and analyzing events in Center City Charlotte with national comparisons
- Developing and maintaining methods (via print, digital, and graphic presentations) to best communicate data and statistics including but not limited to:
  - Producing the annual State of the Center City Report and assisting in organizing the annual State of the Center City event
  - Maintaining the Center City Development Report
  - Maintaining data, statistics and related reports on the CCCP website.

Requirements & Qualifications
- 3 - 5 years of research experience is required, real estate or planning research experience preferred
- Bachelor’s degree in planning, economics, geography, public policy or related field (Master’s degree preferred) with exposure to research methodology, statistics and analytical writing
- ARC GIS strongly preferred
- Microsoft and Adobe Suite software knowledge are strongly preferred, including but not limited to Microsoft Word, Excel and PowerPoint and Adobe InDesign, Illustrator and Photoshop.
- Understanding of commercial and residential real estate markets
- Excellent written and oral communication skills
- Project Management experience preferred
Compensation & Benefits

- CCCP offers salary commensurate with experience and benefits including health and dental insurance, a flexible spending plan, 401K retirement program, and opportunities for professional development.

If you have interest in this position, please submit a cover letter and resume via Indeed. We will also accept email to employment@charlottecentercity.org by 17 January, 2020. No Phone Calls Please.