

Job Title: Research Manager
Department: Economic Development
Reports to: Vice President 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: food and beverage sales activity, hotel room occupancy, pedestrian activity, vacant and available storefront space tracking, rental rates, building permit and construction activity, land and building sales, new office tenants, and other applicable data.
- Work collaboratively with government agencies, economic development and research partners, 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 downtown market reports, and specialized packages of information for business and development prospects.
- Brief DRA senior leadership and economic development partners on emerging trends and special analysis conducted to support downtown economic development, 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 annual survey and pedestrian counter programs.
- 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, Placer.ai, real estate brokerage reports, etc. is preferred.
- Possess excellent written and verbal communication skills and be comfortable interacting with diverse groups including developers, real estate brokers, small business owners, 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.

DRA currently provides a flexible hybrid work schedule where employees are eligible to work remotely for portions of each week with supervisory approval and with in-office work necessary on a weekly basis for certain duties.

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 \$60,000 to \$70,000. 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 are also included.

Candidate Selection Process:

The candidate interview and selection process may include phone, videocall, and/or in-person formats. For virtual formats, accommodations can be made as needed, dependent on individual candidate circumstances. Interview rounds are expected to occur in July and early August of 2022. Qualified candidates may submit applications up until the close of the application window on Sunday, July 17th at 11:59pm ET. Desired start date is between August 15th and September 1st, 2022.

To Apply:

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