

**Job Title:** Research Specialist

**Department:** Research

**Reports to:** Director of Research

**Location:** Greenville, SC

**FLSA Classification:** Full-time Exempt

**Salary:** Competitive compensation package provided, along with a generous full suite of benefits (Healthcare, 401(k) Match, PTO, Life Insurance, Short and Long Term Disability, and Professional Development Budget)

**Work Hours:** Full-time position, official hours are from 8:30 a.m. to 5 p.m.; flexibility required when extended hours are needed to meet deliverables or attend events

**Start Date:** Spring 2018

**Application Instructions:** All applicants should submit a résumé, cover letter detailing relevant experience, and 3 professional references (to be contacted only after in-person interviews with permission) to [careers@upstatealliance.com](mailto:careers@upstatealliance.com). Please include "Research Specialist" in the subject line of your submission. No calls please.

### **Position Summary**

The Upstate SC Alliance seeks a Research Specialist to obtain, manage, organize and analyze data; and assist with the preparation of materials for research reports, marketing collateral, and outreach activities. The Research Specialist is a critical player who pulls information together to create compelling content for the organization and its stakeholders. The successful candidate will show an aptitude for organizational and administrative tasks, and will understand that these are essential for the success of research efforts. The position will report directly to the Director of Research.

### **Who You'll Work With**

The Upstate SC Alliance provides timely and confidential assistance for companies considering our region for a new business location or expansion. We offer a full range of economic development assistance in site selection, information and research, and connecting people and resources and assist efforts to expand the region's international competitiveness and attract talent.

The organization's clients include county and municipal governments who engage the Upstate SC Alliance to market the region for job creation and economic growth. A large component of this work is understanding and analyzing regional economic performance, and translating those insights into marketing/branding opportunities and strategies to spur economic growth. The organization's client base is also comprised of private companies using economic analyses for location selection, talent sourcing, and wage setting. You will also work with these clients, using the same regional economic data and expertise.

You'll work in our office as part of an 11-person team. Activities will include assessing regional labor market supply and demand, analyzing industry clusters, and responding to prospect inquiries on a range of subjects. Additionally, you will support Upstate SC Alliance teams by delivering knowledge in a range of ways – sometimes by answering one-off questions, other times by developing and conducting custom analyses to use in specific projects.

### **Ideal Candidate**

- Has an interest in developing expertise in economic development and international competitiveness
- Understands demographics, quantitative methods and library research methods or has other experience in which analyzing regional economic performance is a core component
- Has competence to undertake research assignments with modest supervision
- Has an analytical mindset with excellent problem solving skills; demonstrates an ability to form solid opinions based on relevant information extracted from research
- Understands the importance of organizational and administrative tasks to research activity; maintains processes and procedures to minimize mistakes
- Works at a fast pace, managing multiple projects and activities simultaneously
- Communicates factually and with precision, speaks directly and confidently with a professional demeanor, and is comfortable working with high-profile individuals from corporate, government, and international sectors
- Demonstrates mature judgment with the capacity to properly handle proprietary and confidential information
- Has the aptitude to learn unfamiliar concepts and topics quickly, including internal/external software applications
- Demonstrates a high level of initiative and drive, coupled with ability to interact effectively with team mates at all levels of an organization
- Has high standards for quality of work

### **Essential Skills and Experience**

- Bachelors degree or higher in Business, Economics, Marketing, Data Analytics or related field
- Excellent research skills, experience in database management and data collection
- Excellent communication skills - written, verbal, and presentation
- Ability to manage multiple tasks with shifting priorities and varying deadlines
- Strong attention to detail
- Strong analytical skills
- Self-starter/self-motivated
- Strong Microsoft Office (Word, Excel, PPT), customer relationship management(CRM), and database management skills
- Experience and expertise with public sources of economic and demographic data, as well as other private sources of regional economic data (e.g., Emsi, ESRI, Hoovers, Kompass, Tableau, ArcGIS, ESRI Business Analyst, and similar tools)

### **Beneficial Skills and Experience**

- Certified SC Economic Developer and/or Graduate of Economic Development Institute
- Experience with database development
- Experience with website content management systems

**Core Duties**

- General Responsibilities
  - Manage the development and maintenance of a proprietary company database for the region
  - Update statistical and research content used on the Alliance’s website and in marketing materials and presentations; data must always be current and relevant
  - Collect data for special projects including customized presentations, micro sites, and reports
  - Assists in the design, collection, and analysis of data to build and maintain a robust inventory of internal information: data, lists, target industry intelligence, etc.
- Local Economic Development/RFI Support
  - Manage/compile the regional response to requests
  - Provide specialized support to economic developers by request
- Lead Generation Support
  - Conduct business prospect research and respond to data requests from leads and prospects
- Investor/Community Support
  - Respond to data requests from investors and the community
- Other and Non-Core Responsibilities
  - Perform other duties as assigned
  - Assist other departments and team members as needed

**Mental and Physical demands (per ADA guidelines)**

Physical Demands Lift/Carry	Lifting
Stand - O (Occasionally)	10 lbs or less O (Occasionally)
Walk - F (Frequently)	11-20 lbs - O (Occasionally)
Sit - F (Frequently)	21-50 lbs - O (Occasionally)
Handling / Fingering - C (Constantly)	51-100 lbs - N (Not Applicable)
Reach Outward - O (Occasionally)	Over 100 lbs - N (Not Applicable)
Reach Above Shoulder - O (Occasionally)	
Climb - O (Occasionally)	Push/Pull 12 lbs or less - O (Occasionally)
Crawl - O (Occasionally)	13-25 lbs - O (Occasionally)
Squat or Kneel - O (Occasionally)	26-40 lbs - N (Not Applicable)
Bend - O (Occasionally)	41-100 lbs - N (Not Applicable)
N (Not Applicable) Activity is not applicable to this occupation.	
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)	
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)	
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)	