

## POSITION DESCRIPTION

<b><u>POSITION TITLE:</u></b>	Research Analyst
<b><u>REPORTS TO:</u></b>	Senior Economic Researcher
<b><u>DEPARTMENT:</u></b>	Business Development

Created in 2017, Delaware Prosperity Partnership (DPP) is a nonprofit public-private partnership that leads the state of Delaware's economic development efforts to attract, grow, and support existing businesses; build a stronger entrepreneurial and innovation ecosystem; and assist private employers in identifying, recruiting, and developing talent in Delaware.

Our talented team members are lifelong learners and are constantly enhancing their skills to be the best in delivering innovation and support to both businesses considering Delaware and ones already active in our state. Our state-of-the-art facility has been newly renovated to provide an exceptional working environment in one of Wilmington's most prestigious historical buildings.

### **Summary of Position**

The Delaware Prosperity Partnership (DPP) is seeking a Research Analyst to serve as a resource for DPP's internal staff, customers and partners. The Research Analyst will be a key member of DPP's Economic Research team, working closely with the Senior Economic Researcher to support DPP's essential functions (Business Development, Innovation, External Relations, and Existing Business and Talent) by providing relevant information to team members and partners on topics such as the state's economy, community infrastructure and assets, and area workforce. This is an excellent opportunity for an individual to enter the economic development field and grow their professional network and skillset.

### **Principal Duties:**

- Assist Senior Economic Researcher with providing information to businesses interested in locating in Delaware utilizing a variety of sources such as Chmura JobsEQ, Zoom Prospector, American Fact Finder, and the Bureau of Labor Statistics.
- Work with internal and external partners to develop research products (presentations, informational briefs, spreadsheets, and/or white papers) on topics such as industry and workforce trends relevant to Delaware.
- Assist in gathering information to update and develop new content for DPP's two websites ([www.choosedelaware.com](http://www.choosedelaware.com) and [www.livelovedelaware.com](http://www.livelovedelaware.com)).
- Assist with managing and maintaining data in DPP's internal databases.
- Attend meetings with key stakeholders to achieve goals of Economic Research team.
- Contribute ideas to the Economic Research team regarding its activities and operating tactics.
- Other activities as assigned by DPP leadership.

### **Core Competencies and Abilities:**

- Ability to communicate information effectively through written or verbal methods.
- Eager to strengthen and further develop research skills and methods, particularly ones related to the analysis and communication of economic and demographic data.

- Ability to thrive in a fast-paced, collaborative team environment with multiple priorities and responsibilities.
- Proficiency with Microsoft Office Suite (PowerPoint, Excel, and Word).
- Understanding the importance of accurately portraying information and capturing/entering data in uniform manner.
- Willingness to learn and effectively use new software platforms and applications to assist team with data collection, analysis, and visualization.
- Willingness and ability to collaborate with multiple stakeholders such as business owners/corporate executives, government agencies, elected officials, and various community partners in a professional and tactful manner.
- Strong customer service skills.
- Possesses a strong sense of personal integrity, confidentiality, and discretion.

**Job Requirements and Responsibilities:**

- Bachelor’s degree required; preferred to be in a relevant field such as economics, business, planning, public administration, marketing, or related area of study.
- Experience with information gathering, data collection and analysis.
- Experience communicating research findings through both written and verbal means.
- Must be comfortable working in a setting that requires managing multiple projects and priorities simultaneously.
- Familiarity with Delaware and/or region is desirable.
- Ability to attend professional meetings with a variety of stakeholders including business leaders, public officials, and community partners.
- Willingness and ability to travel independently in Delaware, and occasionally regionally/nationally. A valid driver’s license and reliable transportation are required.
- Ability to lift and carry 25-30 pounds for purposes of setting up exhibits or tradeshow booths.
- Position requires extended periods of time sitting at a desk while using a computer keyboard, mouse, and monitor as well as walking/standing in event settings.
- Some work is conducted in an office environment though offsite meetings and events are common including some that may occur before/after regular business hours usually with prior notice.

**Salary and Benefits**

\$48,000 - \$56,000 annually to commensurate with experience in addition to potential annual 10% bonus based on individual and organization performance. We offer a lucrative benefits package including training, PTO, paid holidays, 401k plan, medical, dental, vision, life insurance, disability insurance and free indoor parking.

**Interested candidates should send a resume and cover letter to Chris Kelly at [ckelly@choosedelaware.com](mailto:ckelly@choosedelaware.com) with the subject line “Applicant for Research Analyst Position”.**