



JOB DESCRIPTION
Advantage Valley Inc.
Economic Development Research Manager

Advantage Valley Inc. is a nine county economic development organization located in southwestern West Virginia. The region includes the state's two largest cities of Charleston, the state capital, and Huntington, and encompasses a population of over 500,000. Advantage Valley works in partnership with local EDAs, the State of West Virginia, and other stakeholders to attract investment, retain jobs, and grow entrepreneurs in the region.

JOB TITLE: Business Research and Information Manager

SUPERVISOR: Executive Director, Advantage Valley Inc.

JOB SUMMARY: While Advantage Valley's office is located in Charleston, West Virginia, hybrid or remote work is acceptable. Under limited supervision and direction, performs a full range of professional and technical duties in support of Advantage Valley goals and initiatives. Implements quantitative and qualitative analyses designed to support economic development and market research for the recruitment, retention and attraction activities of various industry segments, and in support of other regional initiatives. The position is responsible for the development and maintenance of data collection and intelligence directly related to supporting regional economic development efforts.

QUALIFICATIONS:

- Undergraduate and Master's level degree in economics, finance, statistics, business, or other related quantitative field preferred.
- Two years of professional work experience may be considered as a substitute for Master's degree.
- Strong analytic skills in data analysis and economic research, professional-level competencies in Excel, experience working with databases and/or CRM systems, data visualization, and excellent writing and communication skills required.

ADDITIONAL SKILLS:

- Aptitude for assessing and understanding numeric data and ability to identify trends and critical points.
- Ability to interpret information and succinctly articulate its meaning in written and graphic form for a non-technical audience.
- Demonstrated interest and ability in research techniques, analytical tools, and desire to utilize new tools for gaining insights into research topics.
- Knowledge of research methods including survey analysis and web-based research.
- Excellent attention to detail, time-management, and organizational skills.
- A good communicator, strong collaborator, and team player

ESSENTIAL FUNCTIONS	APPROXIMATE % OF TIME
<p>Promotes regional industry retention, attraction and expansion programs</p> <ul style="list-style-type: none"> • Implements quantitative and qualitative analyses designed to support business retention by identifying supply chain opportunities for manufacturing and business service companies ▪ Implements quantitative and qualitative analyses designed to support economic development and market research for the recruitment of companies in targeted sectors ▪ Performs research, data collection, economic, statistical and demographic analysis using professionally accepted techniques and methodologies ▪ Compiles and analyzes various economic, community and site information research for prospect proposal packages and presentations (labor force, tax, utilities, quality of life, community/state incentives, buildings, sites, etc) related to companies considering the region as a location to do business ▪ Performs various types of research on competitiveness and economic trends (regional comparisons, industry analyses, case studies, etc) ▪ Provides research support for regional initiatives undertaken by the organization 	65%
<p>Supports marketing staff</p> <ul style="list-style-type: none"> ▪ Manages assigned prospects, ensures timely follow-up and appropriately updates the database ▪ Assists with prospect visits, trade shows, and marketing campaigns ▪ Participates in marketing missions on a need basis ▪ Attends Prospect Review meetings ▪ Researches and updates the regional site inventory ▪ Ensures that all information databases are up to date 	35%

COMPENSATION

Full time position. Compensation is commensurate with experience and qualifications.



Please submit a resume with a cover letter outlining your experience with various economic, labor force, and demographic research tools. Submission deadline: November 19, 2021.

Email resume to: dberry@te-associates.com