# JobsOhio Position Description

(Effective March 2017)

<table>
<thead>
<tr>
<th>Position Title: Research Analyst</th>
<th>Reports To: Senior Manager of Research</th>
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<tr>
<td>Appointment Type: Full-Time</td>
<td>Schedule and Hours: Varies as necessary</td>
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**Summary of Position:** JobsOhio seeks a research professional to support its mission of attracting new jobs and capital investment to Ohio. The Research Analyst is an integral member of the Organization. The Organization’s research capability and delivery is an important aspect of what differentiates it from other statewide economic development groups around the country. Research fuels statewide marketing by creating insights about what Ohio has to offer to new businesses. It also helps deliver customized data relevant to company decision makers when considering investment in Ohio.

**Responsibilities and Duties:**

The Research Analyst position will provide technical assistance to internal and external clients and work in coordination with each of the six regional Network Partners. The Research Team provides support for client requests, but also increasingly supports strategic planning and business intelligence efforts at JobsOhio. The mission to attract and retain businesses depends on having accurate and timely information.

The Organization’s research serves more than Ohio’s business attraction and retention mission. The research staff is viewed as a statewide resource available to economic development organizations and governments across the state for a variety of data and analysis needs.

This position will participate in project strategies, planning, development, and coordination. In addition, a variety of project management and tracking duties will be performed.

The Research Analyst will have a strong, working knowledge of data resources with the ability to understand the problem or task, analyze and extract relevant data points from the appropriate tools and provide succinct information using charts, graphs and other formats that are easy for the audience to comprehend.
Major Duties and Responsibilities

- Utilize Research Tools and Methods
  - Utilize new and existing public and proprietary data tools and research methods.
  - Identify industry trends, suspects and leads both existing and new opportunities for Ohio.
  - Utilize mapping software to identify key assets such as utilities, supplier networks etc
  - Identify training and education providers as well as workforce availability and market data.

- Analyze Data
  - Analyze trends and recommend solutions for increasing efficiency in ROI for various business functions.
  - Document processes used in transforming raw data to meaningful information. Ideally this will include an analysis of the results, and the process used to create the information.

- Interpret and Present Data
  - Interpret research results and translate into clear and compelling recommendations with strong quantitative components and insightful business analysis.
  - Identify trends, establish/utilize benchmark data, and present information in clear, concise, and useful formats.
  - Identify opportunities and threats to Ohio’s strategic position, market share, business opportunities etc

- Other Expectations
  - Perform primary or secondary responsibilities including but not limited to: drafting of research reports and articles; researching information; compiling statistics; collecting data related to projects; analyzing and/or forecasting data; preparing scheduled and/or ad hoc statistical and narrative reports and summaries; and making appropriate recommendations.
  - Help to develop product and process improvements and innovations that enhance the efficiency and productivity to consistently ensure the accuracy and integrity of all deliverables.
  - Participate in strategy development; help ensure effective integration of research function; find and learn new research tools, best practices and collaborate as a team.
  - Assist with analytical work for active client projects with project team members. Provide data and presentation materials and actively participate in client site visits, as appropriate.
  - If requested by manager proactively generate leads, and translate proposals, requests etc.
**Desired Education and Experience**

- Desire GIS Mapping, Marketing or Workforce Development Research, Financial Planning & Analysis, and/or Statistical Analysis Experience.
- Knowledge of the tools necessary to perform the work of the Research Analyst including but not limited to:
  a. Financial Reports Analysis
  b. Financial Modeling
  c. Competitive Landscape Analysis
  d. Employer/Industry Research
  e. Occupational Research
  f. Transportation and Logistics
  g. Economic Indicators
  h. Spatial Analysis

**Desired Attributes**

- Strategic and creative thinking
- Able to sell a vision and ideas
- Strong project management skills
- Ability to prioritize and multi-task

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Education and Experience: Minimum qualification is a bachelor’s degree, public administration, public finance, planning, business, economics, geography, finance, accounting, or urban studies. Master’s degree in a related discipline (or working towards this degree) is desired.