Job Title
Associate, Research

Classification
Exempt

Reports to
Vice President of Research

Date
September 2017

JOB DESCRIPTION

Summary/Objective
Manages projects and project teams, with Vice-President and independently, in providing technical assistance to internal and external clients, economic development organizations, state, county and local government entities as well as not-for-profit, for-profit and project clients. Participates in project strategies, planning, development, coordination, and management. Performs a variety of administrative duties relative to project management and tracking. Interacts professionally with all internal and external customers using strong customer service skills.

Key Responsibilities

- Manages projects and project teams, with VP and independently, in providing economic development and research assistance internal and external clients, economic development organizations, state, county and local government entities as well as not-for-profit, for-profit and project clients.
- In conjunction with VP participates in program/project planning, development, coordination, and execution of stated goals and objectives. Meets with clients to determine needs and scope of projects. Updates clients on progress and solicits feedback to improve services. Serves as principal client contact on managed projects.
• Conducts applied research and provides technical assistance to clients by overseeing the completion of projects, writing 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.
• Performs a variety of administrative duties relative to project management and tracking. Prepares periodic reports on project related activities. Coordinates and tracks work flow, schedules, projects, and committee decisions. Maintains required records and files; compiles required statistics. Incorporates principles of teamwork with all organizational levels in the resolution, completion, and follow-up of various responsibilities. Monitors project status.
• Enhances professional growth and development through participation in continuing education courses, professional organizations, seminars, and workshops, reading current literature and maintaining professional contacts in the community.
• Performs other functionally related duties as assigned.
• Participates in weekly staff meetings
• Gather business and industry intelligence by utilizing a variety databases and tools (Economy.com, EMSI, Nexis Lexis, etc.)
• Collect, organize, analyze & interpret a variety of data sets
• Respond to client requests for data and information on project related opportunities
• Assists in the development of targeted industry research strategies
• Provides CRM System input and reporting (Salesforce skills preferred)
• Participation in research and project meetings with internal and external partners
• Proactively seek partner input/feedback as it relates to industry and research development
• Familiarity with public data sources such (U.S. Census, BLS, etc.)
• Use of Geographic Information Systems (GIS)
• Special projects as assigned

Supervisory Responsibility

n/a

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
Travel

Travel is primarily in-region during the business day, although some early morning and after hours travel may be expected.

Required Education and Experience

- Master’s degree in public administration, public finance, planning, business, economics, geography, finance, accounting, or urban studies, preferred.
- 1 - 2 years’ experience in an EDO, municipal, county or state government operations, public or private management consulting, management, or public finance. Other related experience is considered. Prior professional experience with policy research center/institute or higher education policy research center/institute in the areas of public management, public administration, public finance, planning, business, urban affairs, or related field preferred.
- Ability to manage projects, prioritize workload, be flexible and bring projects to completion on time.
- Strong leadership skills, using team-based approach.
- Excellent interpersonal, written and verbal communication skills, including group presentation and public speaking experience.
- Experience in research, research design, quantitative and qualitative analysis, data collection, database design, and report writing.
- Strong analytical skills.
- Ability to work effectively with diverse populations.
- Demonstrated competency with software packages and research tools such as spreadsheets (e.g. Excel), databases (e.g. Access), GIS/mapping (e.g. ArcGIS), and online data and information gathering tools (e.g. Nexis).
- Additional knowledge base on sources of ED data including demographic, and federal/state/local web-based sources.
- Experience leading and/or managing client-related projects.
**EEO Statement**

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

**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.

**Contact**

Interested candidates should send an electronic expression of interest and a resume to:

Laura Hudak  
VP of Finance and Administration  
Team NEO  
1111 Superior Avenue, Suite 1600  
Cleveland, Ohio 44114  
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Resumes will be collected through Wednesday, September 20, 2017.