



## **Research Specialist -- Fond du Lac, WI**

The Fond du Lac County Economic Development Corporation (FCEDC) is seeking a research specialist for the only accredited economic development organization in Wisconsin. FCEDC is entering its 22<sup>nd</sup> year serving a county of approximately 100,000. Applicants are encouraged to find out more about our dynamic organization by at [www.fcedc.com](http://www.fcedc.com).

This is a unique and exciting research position with a team dedicated to serving our communities and business clients of all sizes. Under direction of the president, this position conducts and communicates community and economic research: maintains data on the local, regional, and state economies, business trends and quality of life issues; analyzes target industry clusters to promote development and growth of key clusters; and develops and maintains knowledge/data on local economy through primary and secondary research.

In addition, this position is part of an exciting new economic gardening program, called Impact! The research specialist conducts database research to supply businesses with timely, relevant, and actionable information about their competitors and markets; mine information from databases, geographic information systems, trade association, and government websites to glean useful information to increase client competitiveness; and more.

FCEDC is an organization with high standards and strong support from the public and private entities it serves. This is not your average job because this is not your average organization -- it is a chance to showcase your talent and contribute to the results being achieved.

Requirements include a Bachelor's degree in business administration, library science, research or related field. Additional economic development research training or certification preferred. Must have strong written and verbal communication skills and some client service experience. Must also have strong computer skills in Outlook, Word, Excel, Access, research databases, graphical information systems, and willingness to learn other propriety software as needed, such as EMSI Strategic Advantage.

Interested and qualified candidates should first read through the packet of information available on the "about us" page at [www.fcedc.com](http://www.fcedc.com) then forward a cover letter and resume no later than 4 p.m. (CST) on Wednesday, August 11, to [info@fcedc.com](mailto:info@fcedc.com) with "Research Specialist" in the subject line. Only electronic submissions following these guidelines will be accepted.



**Fond du Lac County Economic Development Corporation  
Position Description**

Position:	Research Specialist
Reports to:	President
Last revised:	July 2010
Work schedule:	As required by the duties of the position and as outlined by the President.
Travel expectation:	As necessary for professional development, seminars and conferences, as outlined by the President.
Position summary:	Under direction of the president, conduct and communicate regional community and economic research, manage research program to support client services, and write grants to support programs and services.

**Outlined Responsibilities**

- I. Regional Community and Economic Research. This function includes but is not limited to:
  - A. Researching and maintaining current data on local/regional/state demographics, business trends and quality of life issues.
  - B. Researching and analyzing target industry clusters to promote development and growth of key clusters for the region.
  - C. Monitoring regional economy to analyze effect of national, state and local economy, policies and programs.
  - D. Developing and maintaining knowledge/data on local economy through primary and secondary research, including knowledge of local companies' products, markets, and supply chains.
  
- II. Research to Support Client Services. Managing research program to provide companies with information for decision making including market research, competitive intelligence, workforce information, business costs, and other customized research as requested. This function includes but is not limited to:
  - A. Conducting database research to supply businesses with timely, relevant, and actionable information about their competitors and markets. Mining information from databases, geographic information systems, trade association, and government websites to glean useful information to increase client competitiveness.
  - B. Coordinating with client service staff to provide client reports that summarize, synthesize, and analyze this information.
  - C. Gaining mastery and continuing to develop skills with various database tools and GIS analysis and mapping programs such as ESRI ArcGIS Business Analyst. Staying abreast of data that continues to become available. Managing subscriptions and maintenance upgrades of software.
  - D. Providing leadership style tools and training to assist clients who need to learn methods for managing their growing business.
  - E. Managing the implementation of GIS sites and buildings database for the service area and participating in efforts to provide this solution for a wider region or the state.

- III. Marketing Support. This function includes but is not limited to:
  - A. Conducting research, compiling data, and updating the corporate website for marketing the region.
  - B. Conducting workshops for clients, potential clients, and other community partners to learn about the research services.
  - C. Assisting with marketing of research program.
  
- IV. Grants and Sustainability. This function includes but is not limited to:
  - A. Researching grant programs available to the organization and clients.
  - B. Writing grants for the sustainability and growth of FCEDC and CED programs.
  - C. Assisting in the development of local funding for the continuation of the research program.
  
- V. Reporting and Monitoring Research Program. This function includes but is not limited to:
  - A. Reporting to grant funding organizations as required.
  - B. Reporting to regional or state groups to assist in the development of research programs in other economic development organizations.
  - C. Tracking success of research program and tools used in terms of client success by documenting services provided in Access database and surveying clients for specific measurable indicators of success.
  
- VI. Professional Development. This function includes but is not limited to peer networking and the completion of courses and seminars as agreed upon with the President.
  
- VII. Other Duties and Special Activities. This function includes but is not limited to:
  - A. Providing relevant, synthesized research and analyses in response to various ad-hoc requests.
  - B. Assisting the President with annual budget, strategic planning and development of key activities.
  - C. Other duties as necessary in relation to the Center for Enterprise Development.
  - D. Other duties as necessary to support all FCEDC organizational partners (i.e. Moraine Park Technical College, Chambers of Commerce).
  - E. Other duties as necessary for this job function or as requested by the President.

**Desired qualifications:** Bachelor's degree in business administration, library science, research or related field. Master's degree and/or additional economic development research training or certification preferred. Must have strong written and verbal communication skills, analytical skills and some client service experience. Must also have strong computer skills in Outlook, Word, Excel, Access, research databases, graphical information systems, and willingness to learn other propriety software as needed, such as EMSI Strategic Advantage.

**Level of Authority:** Serves at the direction of the president of FCEDC and complies with the Articles of Incorporation and Corporation's By-Laws.



**Applicant Information Packet  
Research Specialist Position  
July 2010**

At Fond du Lac County Economic Development Corporation (FCEDC), we realize that everyone has questions when applying for a new position. Understanding this, we have put together this information packet – an FAQ of sorts – about the position, FCEDC and Fond du Lac County. We hope this is of assistance to you in making an informed decision about applying for a position at FCEDC.

**About Fond du Lac County**

**How can I learn more about Fond du Lac County?** Our website is a great resource for finding out much more about Fond du Lac County, its communities, our targeted industries and quality of life. We encourage you to explore the many tabs and links on our website. One great place to learn more about living in Fond du Lac County is our prospective resident page which can be found at: <http://www.fcedc.com/prospectiveresident.html>.

**About FCEDC**

**What is FCEDC?** The Fond du Lac County Economic Development Corporation is a non-profit county-wide private/public partnership working together to expand and maintain a strong, diverse economy, dynamic work force and balanced quality of life. This partnership provides professional expertise that one community alone could not afford. FCEDC is the only accredited economic development organization in Wisconsin.

**Who is FCEDC?** FCEDC may be defined by some as those who make up their staff - a highly qualified team of individuals who bring their own sets of experiences and education to the table - but the real "who" of FCEDC encompasses a much wider circle of team members. This circle includes the FCEDC Board of Directors, community representatives, elected officials, investors, business leaders, volunteers, organizational partners and economic development colleagues. The way this team works together to get things done is what sets Fond du Lac County apart on many levels.

**What does FCEDC do?** FCEDC provides services to existing businesses and business start-ups. We believe strongly in working with our start-up and existing businesses because it is important to keep our economy healthy from within. FCEDC also aims at attracting businesses to Fond du Lac County to help support the local economy. In addition, we provide services to our communities and community leaders in the areas of economic and community development.

The Corporation is dedicated to providing comprehensive, quality services to its clients, including its investors. It recognizes that it must therefore constantly maintain and continue to develop its capacity to deliver in its core services and responsibilities:

- Existing Business Development
- Business Attraction
- Emerging Business Development
- Community Services
- Workforce Development
- Investor Relations
- Revolving Loan Funds
- Organization Sustainability
- Special Projects

**How is FCEDC financed?** The Corporation is financed by the investment of public and private investors and fees earned by administering various loans. The maintenance of an adequate level of support from the public and private sectors in the county is essential to finance the programs that are vital to economic development. FCEDC has also been successful at obtaining grants as well as contract agreements. Our 2010 operating budget is \$812,869.

**How long has FCEDC been in existence:** FCEDC is in its 22<sup>nd</sup> year.

### **About the position**

**What is the staff structure and office environment at FCEDC?** You can learn more about the FCEDC staff and positions at this link: <http://www.fcedc.com/about.html>. Our office environment can be categorized as energy created by people who are passionate about their role in economic development, sometimes quirky, sometimes understandably stressful, but always busy and always taking our responsibility seriously. The FCEDC team is a close group that relies on each other's strengths and works together with our clients always being the most important piece of the puzzle.

**What type of hours can I expect if chosen for this position?** This is a salaried position, and the chosen candidate should expect to work approximately 45 hours per week. Very occasionally, due to meetings or events, the hours may exceed 50 hours per week or you may need to work evening hours – these times are rare. FCEDC office hours are 8 a.m. to 5 p.m. and the position for which you are applying generally works these same hours. It should be noted that there are some morning meetings – in particular our monthly board meetings – that start as early as 7 a.m.

**What is the salary range for the position?** The annual salary for this position ranges \$40,000 - \$50,000. Where an applicant falls within that range will be dependent upon their previous pertinent experience.

**What type of benefits package does FCEDC offer?** FCEDC offers a competitive benefit package. We offer vacation time, sick time, life insurance, long-term disability, ten paid holidays, and a SIMPLE retirement plan, worker's compensation and unemployment compensation. In addition, there is a defined contribution plan. A monthly allocation may be utilized towards additional options which include: health insurance, health savings account, dental coverage, vision coverage; additional life insurance; short-term disability and dependent and Section 125.

We are also very fortunate in that our Board of Directors feels strongly about supporting the team's professional development. As such, each staff member develops a professional development plan with the president in order to ensure both individual and organizational needs are met.

**What can I expect from the hiring process at FCEDC?** Because we believe strongly in assuring the right fit for both the candidate and the organization, we have a hiring process which may be more extensive than some individuals are accustomed to when they apply for a position; however, it is one which we believe benefits both the candidate and the organization in their final decision process. After narrowing the candidates based on information forwarded in their initial application packet (resume and cover letter), an electronic survey is forwarded to the remaining candidates. This survey consists of several essay questions that allow us to get to more fully understand the candidates.

From the submitted survey responses, a handful of candidates will be chosen to participate in a phone interview. Following this, several will be invited to our offices for an in-person interview. This interview will be approximately 90 minutes and consist of an interview with a panel of stakeholders as well as an informal meeting with the FCEDC team. There may be a second round of interviews. This is not yet determined. Final determination is made after all of these steps have been completed.