



Position

Research Manager

Location

Portland, Oregon

Organization Overview

Greenlight Greater Portland, a regional economic development program representing the Portland-Vancouver metro area, promotes the region's attributes to enhance greater Portland's sustained economic vitality. Greenlight's work serves to attract new business, support existing companies, and raise the region's visibility and image among targeted industry leaders and others.

Greenlight's approach to economic development is founded on three main components:

- Incisive, targeted research. Greenlight's research team compiles current economic, demographic and quality of life data to create reports on industry sectors, workforce and the Portland-Vancouver region overall.
- Dynamic marketing initiatives. Greenlight's marketing team develops print and electronic tools to promote the region and its competitive assets within and outside greater Portland-Vancouver.
- Outreach. Greenlight fosters relationships with business executives, site selectors, public-sector economic development partners and media through networking events, regional visits, industry tours, and trade shows and missions.

To learn more about Greenlight, visit: www.greenlightgreaterportland.com

General Functions of Position:

The research manager works directly with the president/CEO as well as the vice president of marketing and business retention to market the greater Portland-Vancouver metro area as a premier center for regional headquarters of renewable energy, environmental services, active wear and software companies. The research manager is responsible for providing critical expertise in economic and demographic analysis.

Key Responsibilities

- Maintain and develop a database and library of the most current economic, demographic and business indicators;
- Supervise the maintenance and development of research content for Greenlight's website and quarterly newsletters and barometers;
- Collaborate with Greenlight's marketing team and external partners to create user-friendly marketing materials and collateral that showcase Portland as a ideal business location;
- Team with regional research partners – Portland State University, Portland Development Commission, Metro regional government and others – to develop concept and white papers addressing regional opportunities and challenges;
- Manage contract research projects and agreements with outside consultants or contractors, as well as oversee the work of Greenlight's research interns; and
- Respond to research requests from media, site selectors, prospective companies, and Greenlight's public and private partners.

Qualifications

The ideal candidate has an advanced degree in economic, urban planning, public policy, business, management or related field. The candidate should be a detailed-oriented, self-starter with strong analytical skills. This position requires a solid track record as a skilled writer and communicator as well as the ability to multi-task and work in an entrepreneurial environment.

Compensation

Competitive salary commensurate with experience.

How to Apply

Send a cover letter, resume and two writing samples showcasing analytical and research abilities to greenlightgreaterportland@gmail.com. Greenlight will only accept applications by email and will not respond to calls regarding the position.