

The Dallas Regional Chamber is currently seeking a Director of Research. This integral part of our team will be responsible for directing various aspects of the business information services program while developing innovative methods of research and analysis to promote Chamber programs to members, the business community, and the public. The Director will report to the Vice President of Business Information and Research.

Responsibilities

- Lead development and maintenance of business information resources, including databases, reports, publications, surveys, marketing materials, web content, maps, and PowerPoint presentations.
- Maintain a current knowledge of economic and business conditions. Monitor economic, demographic, and industry trends for relevance to Chamber programs. Compile statistical data, create files, and produce charts/graphics when appropriate.
- Develop business information services to grow, engage, and sustain Chamber membership.
- Evaluate and manipulate internal databases and information resources for opportunities to improve usefulness, accessibility, and operations within Chamber.
- Respond to research requests from internal and external sources.
- Build relationships with other members of the research, information, and business economics community to improve our access to information and expertise, and to enhance our presence as a vital resource for the region.
- Represent the Chamber at both internal and external events. Deliver economic and information based presentations and attend meetings with collaborating organizations.
- Supervise multiple projects, staff and interns to ensure optimum resources are utilized.

Minimum Qualifications (Knowledge, Skills, Abilities & Competencies)

- Solid working knowledge of economic and demographic data, statistics, research methodology and statistical analysis. Knowledge/experience of the resources and tools necessary to produce high-quality informational products.
- Demonstrated knowledge/experience with market research, trend analysis, and communicating a range of business and socio-economic information.
- Proficiency in a variety of software tools: particularly Excel, Access, and PowerPoint
- Strong research, writing, editing, and proofreading skills with an acute attention to detail.
- Excellent interpersonal and communication skills with a strong customer service approach.
- Effective project management skills. Ability to develop goals and implementation strategies, prioritize tasks, balance multiple projects, and work under pressure to meet deadlines.
- Ability to work independently and in a team environment.

Preferred Skills

- Working knowledge of local business economics, existing Dallas/Fort Worth companies, area labor force dynamics, international trade statistics, leading industry sectors, and other socio-economic and regional issues.
- Experience with GIS, SQL or other database programming skills
- Experience with RIMS II or other economic impact analysis
- Experience with Adobe Creative Suite, publication design and layout experience
- Journalistic writing skills

Education and Experience

Bachelor's Degree in Economics, Business, Statistics, or other related area required. Advanced education, training or study is desirable.

This position offers an excellent benefits package inclusive of medical and dental coverage, 401K Pension Plan, paid vacation, sick time, and holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit www.dallaschamber.org. EOE

No agency or third party candidates will be considered for this position. No phone calls please. To apply for this position, please submit a cover letter and resume, **including your salary history**, in a Word or PDF format to recruit@dallaschamber.org or mail hard copies to:

HR Department
c/o Dallas Regional Chamber
700 North Pearl St., Suite 1200
Dallas, TX 75201