

TITLE: Chief Research Analyst

Committee of One Hundred

Greater Tampa Chamber of Commerce

The Committee of One Hundred (C-100) is Tampa/Hillsborough County's official economic development organization, funded in partnership with Hillsborough County, the cities of Tampa, Temple Terrace and Plant City, and private Investors.

GENERAL SUMMARY:

Maintains current market data for state, national, Tampa-St. Petersburg-Clearwater MSA, Hillsborough County and its three municipalities as required and inclusive of but not limited to demographics, labor market and real estate trends. Under the leadership and coaching of the Director of Corporate Recruitment & Expansion, provides marketing and project support services in an efficient, effective, and quality manner,

PRIMARY RESPONSIBILITIES AND PERFORMANCE STANDARDS:

- Assists project managers and other C-100 staff with research needs as required inclusive of responding to RFPs, RFIs.
- Maintains internal and web-based data base of available office, warehouse/distribution, manufacturing and flex space for Hillsborough County and its three municipalities.
- Maintains current market data on C-100's website (economic indicators, major employers, etc.)
- Responds to and maintains a record of general market inquiries.
- Conducts client/project-specific research.
- Researches available buildings/sites and prepares reports for Project Managers in response to prospect inquiries.
- Conducts research for the C-100's international initiatives.
- Maintains a hard copy and/or electronic library of publications that are relevant to C-100's research needs.
- Updates standard reports as required by C-100 and/or C-100 public sector partner agreements and posts them on the C-100's website and/or shared common drive as deemed necessary and appropriate.
- Develops and maintains a good working relationship with Tampa Bay area and state, national research peers such as local brokers, HCCCPC, TBRPC, AWI, TBP, etc.
- Gathers raw data to assist with marketing campaigns and special projects (e.g., target industry analysis)
- Conducts research to assist with the recruitment and retention of C-100 Investors
- Other tasks as requested.

KNOWLEDGE AND EXPERIENCE:

- College degree, preferably in business
- 2-3 years experience using spreadsheets, Microsoft Office software (PowerPoint, Excel, etc.), GIS.
- Experienced in preparing and responding to RFIs/RFPs.
- Excellent written and oral communication skills.
- Must have a professional demeanor and conduct themselves in a professional manner.
- Must be a self-starter with a positive attitude.
- Must have the ability to multi-task and manage multiple priorities.
- Must be committed to service excellence.
- Must be a team player.
- Must have the proven ability to treat all information in a confidential manner.
- Must be willing and able to occasionally work beyond the normal workday.

Competitive wage commensurate with experience.

Please respond with cover letter and resume to knorden@tampachamber.com and insert "Chief Research Analyst Position" in the subject line. No phone calls please. Thank you!