



Manager/Senior Manager, Research Position Description

Company Overview

San Diego Regional EDC mobilizes business, government, and civic leaders around an inclusive economic development strategy to connect data to decision making, maximize regional prosperity, enhance global competitiveness, and position San Diego effectively for investment and talent. For more, visit sandiegobusiness.org.

General Function

The research team is critical to EDC's mission. We analyze, synthesize, and visualize data to inform a diverse set of stakeholders and senior professionals from the region's leading companies, nonprofits, and policy makers. The ideal candidate possesses strong data management and analytical skills, can communicate effectively to internal and external stakeholders, and can manage multiple projects with competing deadlines without compromising quality of the work. This role will powerfully impact how EDC tells San Diego's story and grow the region through data-driven insight. Experience in data management and analysis, report writing, and project management is required.

Specific Responsibilities and Duties

Research & Analysis

- Collect disparate data and conduct novel analysis to assess emerging regional economic and industry trends.
- Use statistical analysis and data visualizations to clearly communicate research findings both in writing and in presentations to a diverse set of stakeholders.
- Document data methodologies in detail for both internal use and publication.
- Conduct literature reviews, monitor, and analyze relevant material from conferences and policy publications.
- Create input-output models to measure the scale, depth, and economic impact of specific companies, industries, or projects.

Project Management

- Exercise overall project management for large scale research studies and initiatives, delegating tasks to other research team members as needed.
- Oversee the production of *Data Bites*, our monthly research publication.
- Interface with clients, stakeholders, and advisory committee members to provide project updates and communicate research findings.
- Work with Research Director, other departments, and outside partners to ensure quarterly goals are met.

Administrative

- Assist with data management, including data sourcing, cleaning, and maintenance.
- Attend events and conferences as needed and prepare content for presentations, reports, and blogs.
- Assist Research Director as needed.

Key Qualifications

- College/University degree in economics, statistics, development, urban planning, or related field, OR comparable work-related experience.

- Minimum three (3) years' experience in a research or analytical role; consulting or economic development focus is preferred.
- Experience extracting, analyzing, and visualizing data from disparate sources.
- Strong familiarity with demographic and macro-economic data and data sources, including but not limited to U.S. Census, California EDD Labor Market Info, Bureau of Labor Statistics, and Bureau of Economic Analysis.
- Experience with IMPLAN or other input-output models is preferred.
- Advanced proficiency with Microsoft Excel, as well as experience with mapping and/or visualization software (e.g., Tableau, R, ArcGIS) is required; familiarity with databases and programming languages is preferred.
- Excellent time management as well as demonstrated proficiency managing competing project deadlines.
- Excellent verbal and written communication skills.
- Self-directed critical thinker and team player; must be client-focused, adaptable, and have unquestionable integrity.

To apply, please use our [online system](#). This position is open until filled.