Greenville Area Development Corporation (GADC)
Research Manager

Seeking a team member eager to create a positive impact on the economic growth and prosperity of Greenville County. Person will be responsible for key research duties and performing a wide variety of tasks that supports the GADC's team members and its partners. The candidate will manage all research efforts utilizing comprehensive labor market and geographic information systems as well as support the GADC with its business recruitment efforts. This includes but is not limited to the compilation of data reports, development of customized maps, and targeted workforce information. The position also requires the candidate to maintain key information on the agency's website, manage the sites and building database, and respond to a variety of complex information requests. The research manager reports directly to the senior vice president.

Job Duties include:

- Works closely with Project Managers on economic development projects and local utilities related to industry requests
- Collects and maintains information, performs basic research, and analyzes information pertaining to the Greenville area
- Conducts research and completes RFIs for economic development leads
- Prepares reports, conducts surveys, makes maps and develops presentations
- Assists in the follow-up to economic development leads generated during marketing efforts
- Acts as liaison to local allies and other economic development agencies in research, marketing, and economic development capacities; maintains relationships
- Maintains and updates the GADC's website and sites and buildings database
- Monitors all marketing collateral for consistent accurate content; creates additional collateral as needed
- Continually learning of new technologies

Skills and Qualifications:

- A Bachelor's degree in geography, economic development, economics, urban or regional planning, real estate or related field. Master's degree preferred.
- Proficiency with Microsoft Office suite, Geographic Information Systems (ESRI), Word Press or other CMS Software required.
- Familiarity with Labor Analytics platform like EMSI, Tableau, CoStar, Adobe Creative Suite, Customer Relationship Management software like ACT!, and social media platforms desired.
- Core competencies should include strong computer skills, strong oral and written skills, strong interpersonal skills, database management skills, map reading, critical thinking and problem solving, proven analytical aptitude, demonstrated success of working with groups and independently, ability to effectively prioritize and execute programs and initiatives in a high pressure environment.
- Economic development related experience preferred.

All applicants should submit a résumé and cover letter detailing relevant experience to klandmesser@greenvillecounty.org. No calls please. Position open until filled.