



Data Analyst Project Manager

THE ORGANIZATION

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

Accredited Economic Development Organization



St. Louis City/County Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

This position serves as a Data Analyst for Geographic Information Systems (GIS) and research analyst for business retention, expansion, and attraction activities and special divisional initiatives as undertaken by SLEDP within St. Louis City and County. This position supports the Vice Presidents of Business Development in interactions with government, business leaders, consultants, real estate professionals, and community leaders to retain and recruit businesses and improve the local business climate. This position provides critical facilitation and assistance to the Vice Presidents in the areas of research, financial analysis, support of development of projects and special divisional initiatives, and divisional presence/coverage at regional events and meetings.

JOB FUNCTIONS

- Responsible for divisional and company-wide research and reports (including real estate site searches using ESRI, ArcGIS, Implan, CoStar, LOIS, etc.), as well as, preparation of presentations and proposals for legislative research, competitive incentives, market analysis, and eligibility, incentives modeling and basic financial analysis, economic impact analysis, site location suitability analysis, bill tracking, demographic research, etc.
- Play a support role for the Vice Presidents of Business Development for various aspects of projects, including interaction with consultants, business leaders, legal and financial

professionals, developers, elected officials, federal, state, and local governments, institutions, non-profit organizations, and other national, regional, and local entities.

- Responsible for project facilitation, tracking of project milestones, and other critical events.
- Responsible for supporting Business Development projects and special Business Development initiatives from commencement to completion.
- Provide support work to the Vice Presidents of Business Development in creation of formal project of formal project proposals and detailing of economic development incentives on a federal, state, and local level for business attraction, retention and expansion.
- Develop maps for St. Louis City and County economic development groups Conduct research and generation of site location proposals for business development projects.
- Provide reporting for incentives modeling and abatement analysis for local economic development incentives, under direction of the Vice Presidents of Business Development.
- Act as a liaison with various groups and agencies on an as directed basis.
- Develop and provide data caches to growing organizations regarding geographical, demographic, etc. data to further organizational growth and understanding.
- .
- Requires attendance at networking functions (including local and regional development conferences).
- Act as a divisional support person to the Vice Presidents of Business Development and acting as liaison on behalf of St. Louis City and County businesses with respect to State and local governments and regional entities.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional qualifications for this position include:

Education: Bachelor's degree from an accredited institution in business, public administration/policy, political science, urban planning, environmental studies or similar/related field.

Experience:

1. 1-2 years of progressively more responsible related work experience in project management, business development, economic development, finance, research, demography, public administration, non-profit management, real estate development, or urban planning; or an equivalent combination of education and experience.
2. Experience with the planning and successful execution of projects in a time sensitive environment.

Knowledge of:

1. Public incentive programs (i.e., Chapter 100, TDD, TIF, NMTC, Enterprise Zones, State Tax Credits, Revenue Bonds, etc.) and other mechanisms used to facilitate business development projects, or a base level understanding of financial concepts, mechanisms, and modeling (i.e., depreciation, net present value, financial statements, bond financing).

Ability to:

1. Outstanding oral and written communication skills, customer service orientation, and positive attitude.

2. Deal effectively with elected officials, government agencies, business leaders, development officials, consultants, legal and financial professionals, and other actors associated with business development projects.
3. Team player who works well with a wide variety of constituencies, both internal and external.
4. Ability to simultaneously manage a multitude of data requests, research deadlines, and milestones associated with business development projects.
5. Superior problem-solving skills, flexible, and creative.
6. Proficient computer skills and use of software (i.e., ESRI, ArcGIS, Implan, CoStar, Word, Excel, Power Point, Outlook, etc.).
7. Self-starter who can meet deadlines and work independently on complex and confidential assignments without detailed instructions.
8. Comprehend and make inferences from written materials.
9. Understand, interpret, explain and apply relevant policies, procedures, and regulations.
10. Attend to details, calculate numerical formulas, verify accuracy of amounts and calculations.

Interpersonal Characteristics:

Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community. A team player who works well with a wide variety of constituencies including elected officials, government agencies, business leaders, development officials, consultants, legal and financial professionals, and other actors associated with business development projects and economic development initiatives is highly desired.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: <https://stlpartnership.com>.

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.