



## Job Description

**Job Title:** Research Analyst  
**Department:** Business Development  
**Location:** Orlando  
**Reports To:** VP, Strategic Initiatives & Compliance  
**FLSA Status:** Exempt

### **BASIC PURPOSE:**

The Research Analyst is responsible for coordination of economic research, proposal development activities, state economic development incentives and policy related to competitive economic development projects, in addition to fulfillment of deliverables identified by Enterprise Florida leadership. This job will require relationships with state, regional and local economic development partners to help promote Florida as the premier business destination.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Perform research and data collection, economic, statistical and demographic analysis using various techniques and methodologies.
- Assist in the preparation of responses, to information requests, including Requests for Information (RFI), Requests for Proposals (RFP) and prepare formal financial incentive valuations and letters for clients and consultants
- Brainstorm and help the team “translate” data into information that can be utilized by the non-researcher for marketing purposes.
- Conduct research on various business costs, regulatory requirements and financial incentives-related issues (labor force, tax, utilities, quality of life, community/state incentives & real estate).
- Research and develop reports on economic development policy, relating to Florida’s targeted industry sectors and other economic development issues.
- Effectively communicate, address questions and resolve issues regarding financial incentives procedures, policies, and decisions to businesses, partners, and consultants.
- Coordinate with state agencies including but not limited to Department of Economic Opportunity, Florida Department of Transportation, Florida Department of Revenue, and Career Source Florida.
- Regularly update information relating to incentive and project information, state financial incentive information sheets, and targeted industry information.
- Build relationships with other researchers at local economic development organizations.
- Field requests from other divisions of Enterprise Florida in pursuit of identified projects as needed.

**SUPERVISION:** Not applicable for this position

**ACCOUNTABILITY:** Accountabilities are determined through annual performance plans.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor’s degree in economics, political science, public administration or related course

of study

- 1-2 years of work experience in a professional office environment
- Advanced level of competence with Microsoft Office applications and Adobe Acrobat
- Strong organization and communication skills
- Ability to multi-task, work with a team to accomplish tasks, and demonstrate time management skills

**PREFERRED QUALIFICATIONS:**

- Master's degree in a related course of study
- Experience working with economic development agencies, government agencies, and consultants
- Basic knowledge of state economic development incentive programs
- Knowledge of ArcGIS, economic and industry-focused databases such as Chmura JobsEQ, EMSI, Co-Star, D&B Hoovers, and IbisWorld
- Understanding of of NAICS and SOC codes

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Please submit resume through the job posting on Indeed.com**

**EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.**

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