



Research Analyst / Business Development Associate

Summary

The Rhode Island Commerce Corporation, a quasi-public agency focused on economic development, seeks to hire a Research Analyst / Business Development Associate. This is an exciting opportunity for a candidate interested in being at the forefront of building RI's innovation economy.

Responsibilities

- Assist and support the business development team in business attraction, retention and expansion initiatives
- Maintain select databases
- Compile and evaluate data, such as labor, demographic and related data, using a variety of tools and methodologies
- Effective at SWOT analysis
- Ability to analyze, think creatively, and respond quickly to internal and external research requests

Key Competencies

- **Initiative** - Job requires a willingness to take on responsibilities and challenges
- **Critical Thinking** – job requires the ability to parse information and think creatively
- **Achievement/Effort** - Job requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks
- **Dependability** - Job requires being reliable, responsible, and dependable, and fulfilling obligations
- **Attention to Detail** - Job requires being careful about detail and thorough in completing work tasks
- **Cooperation** - Job requires working well with others on the job and displaying a good-natured, cooperative attitude

Qualifications and Skills

- Bachelor's Degree required
- Excellent proficiency with Microsoft Office Suite
- Exceptional time management skills and ability to juggle multiple projects with tight deadlines
- Dedication to accuracy and clarity of information
- Clear communication skills and ability to interact with professionals at all levels in all business units
- Strong analytical, problem-solving, and critical thinking skills
- Experience with Chmura JobsEQ and/or Dun & Bradstreet Market Insight a plus

Applications will be accepted until Tuesday, June 5, 2018. Submit a cover letter along with a professional resume and salary requirements via email to:

job.opportunities@commerceri.com

**Rhode Island Commerce Corporation
315 Iron Horse Way - Suite 101
Providence, Rhode Island 02908**

The RI Commerce Corporation is an Equal Opportunity Employer