Research Analyst

Background

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds major programs in transportation, capital improvements, public safety, cleanliness and marketing. For more information, visit www.atlantadowntown.com.

CAP is seeking a dynamic individual to support the organization's mission as the authority on Downtown Atlanta through research and analysis that contributes to planning, placemaking, transportation, sustainability and economic development. The Research Analyst will provide ongoing project support through rigorous economic, geographic and market data collection and analysis, the creation of surveys and reports, best practice research, and data visualization as a key resource for CAP/ADID its partners and stakeholders.

Position Description

Working under direction of the Senior Project Manager of Economic Development, the Research Analyst will either oversee or perform the following:

- **Data Collection, Management, and Analysis**: The Research Analyst will monitor, collect, enter, manage, and analyze a range of economic, demographic, and geographic data. Oversee and maintain selected databases, electronic files, online resources, subscription resources, and paper documentation. Examples of data needs include demographic and market-related insights, pedestrian counts, retail and housing inventory, crime data, travel data, and transportation infrastructure inventory.

- **Best Practice & Case Study Research**: The Research Analyst will be responsible for identifying and synthesizing best practice policies and programs in transportation, sustainability, planning, placemaking, and economic development from throughout North America.

- **Data Visualization**: This position will assist with the identification and utilization of various data visualization tools that can assist CAP/ADID in telling the Downtown story. These tools may include but are not limited to ArcGIS, Policy Map, and Tableau.

- **Survey Development and Analysis**: This position will support the CAP/ADID Downtown Connects Transportation Demand Management (TDM) team by developing and conducting surveys of employers, employees, and the general public.

- **Spatial Analysis and Mapping**: Create, maintain, and enhance comprehensive geographic information system (GIS) data sets, according to evolving needs and resources. Includes research, data creation, compilation, digitizing, editing, calculation, and editing of attributes and merging of data from different sources. Manages appropriate contracts for data
sources and consultants. Documents data sets, applications and procedures. Provide GIS analysis and map production for various departments within CAP/ADID.

- The identification and development of additional data “stories” that make the case for the value and vibrancy of Downtown Atlanta; Work in partnership with various departments within CAP/ADID to assist in data-driven solutions - including but not limited to collateral, research reports, and maps - that are compelling and responsive to the array of Downtown-centric feedback.

- Interact with industry peers to determine best practices and identify new resources. Develop and maintain market knowledge through regular reading of industry trade journals, economic forecasts, and news-related periodicals.

Desired Qualifications

- A Bachelor’s degree in Geography, Urban Planning, Statistics, and/or Public Administration, or other related field with 2-4 years experience directly related to the duties and responsibilities specified. An equivalent combination of education and work experience is acceptable;

- Creativity and the ability to thrive and work effectively independently and as a part of a team;

- Exceptional level of detail orientation, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task;

- Strong written and verbal communication skills are necessary;

- Ability to think critically and synthesize large amounts of information;

- Ability to distill data trends into narrative format for a broad range of stakeholders;

- Strong ability to learn and understand new computer software;

- Proficiency in Microsoft Office (Excel, Word and PowerPoint), Geographic Information System (GIS), and databases is required. Knowledge of statistical packages for analyzing datasets is preferred (Access, Python, R, Stata, etc.).

- Familiarity with both public data access systems as well as paid data subscriptions, including Census data, American FactFinder, BLS Databases, PolicyMap, ESRI, EMSI, and others.

- Proven project management capabilities and leadership skills.

Compensation

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation or national origin. CAP offers employees a competitive benefits package including health insurance, dental insurance, short-term disability and a 401(k) savings program.

Applicant Instructions and for Further Information

Interested applicants should e-mail a letter of interest, a relevant writing sample, and their resume to Deana Davis, Director of Human Resources, ddavis@atlantadowntown.com. Only those applicants deemed qualified will be contacted. No phone calls, please.