



Job Title: Research Director

Reports to: Executive Vice President, Economic Development

Summary: Commerce Lexington Inc. (the greater Lexington Chamber of Commerce), which is the leading non-profit, private organization that promotes business development through new business recruitment, existing business expansion, and entrepreneurial development is seeking an energetic individual to join its professional economic development team. Position will involve developing and maintaining up to date information in a wide variety of subject areas, i.e. demographics, economy, labor, taxes, real estate, cost of living, education, etc. Responsible for preparing in-house publications, reports, and presentations for use in the marketing program. Responds to inquiries for research information from chamber members, consultants, prospects, and the general public. Maintains working relationship with State Data Center, US Census Bureau, Bureau of Labor Statistics, C2ER, and other local, state, and federal agencies.

Qualifications: Prefer three to five years of experience in market research, community planning, economic development, or closely related field. Degree in economics, finance, business or related area of study. Needs to possess strong writing skills. Self-starter. Computer and Internet skills a must. Proficiency in Microsoft Word, Access, PowerPoint, Publisher and web skills. Intermediate/Advanced in Excel.

Duties and Responsibilities:

- Establish and maintain databases of statistical information.
- Update and maintain Greater Lexington Business Prospectus.
- Provide statistical information for a variety of Chamber publications and web-site.
- Research and develop background information for various marketing materials.
- Work with economic development team on Request for Information (RFI) proposals for prospective clients.
- Conduct real estate searches for economic development clients as needed.
- Develop and maintain relationships with real estate and other economic development partners.
- Keep track of industrial and commercial properties. Maintain detailed records and upload to Access, LocateinLexington.com, and KY Cabinet for Economic Development databases.
- Weekly blog posts on the local economy.
- Conduct quarterly real estate tours to learn of new properties on the market.
- Manage LocateinLexington.com website content and use customized Content Management System (CMS) for website.
- Manage weekly email campaign for in2lex technology networking group.
- Update targeted industry white papers with current statistics and relevant information.
- Organize and prepare quarterly metrics reports for the Mayor's Office and the Lexington-Fayette Urban County Council.
- Develop methodology for analyzing business location trends.
- Develop target lists in support of recruitment initiatives.
- Assist in arranging prospect community visitations.
- Prepare and present overviews of the local economy.
- Keep current publication of "rankings of Lexington."
- Collection and preparation of quarterly ACCRA (Cost of Living) data.
- Prepare "Statistic of the Month" for Business Focus newsletter.
- Maintain US Census Bureau affiliate status.
- Other duties as assigned.

Some travel may be required for conferences and professional development.

Please send your resume and salary requirements to Gina Greathouse, Executive Vice President of Economic Development, at ggreathouse@commercelexington.com. Deadline for submission is April 4, 2018.