

**BOISE VALLEY ECONOMIC PARTNERSHIP (BVEP)**  
**A DIVISION OF THE BOISE METRO CHAMBER**  
**JOB DESCRIPTION**

**Job Title:** Research and Project Manager

**Reports to:** Executive Director, BVEP

**Job Classification:** Full-Time, Exempt

**Date Last Revised:** November 23, 2020

**Summary**

The Research and Project Manager will identify and analyze community workforce and industry data to facilitate the relocation of businesses and investments to the Boise Metro. He or she will support and inform member companies by evaluating local data and trends. The successful candidate will have an innate curiosity and desire to solve problems and answer questions using data. He or she will become an integral part of a small, agile and high-achieving team that values integrity, hard work, fun, family and respect for one another. We strive to work hard and celebrate as a team.

**Minimum Requirements**

Bachelor's degree in economics, business or a related field; or a minimum of six years of related work experience; or equivalent combination of education and experience. A key to success in this position is the ability to ask and find answers to interesting questions about the Boise Metro's workforce and economy. This role requires the willingness and ability to interpret and manipulate Excel spreadsheets (i.e. enjoys spending too many hours identifying formula efficiencies in Excel) and the ability to effectively develop and maintain strong working relationships across all levels of the organization and its membership. This position also requires the ability to maintain strict confidentiality in business dealings and present a positive image to members, stakeholders, and the public. In this role, it will be necessary to effectively present data in a clear and concise manor to clients, public groups, and boards of directors. You will need to perform effectively in a fast-paced, results-oriented work environment and assume personal ownership and accountability for projects, goals and outcomes. A successful candidate will be a self-starter with the ability to quickly adapt to changing circumstances and multiple requests, excel at working in a team environment, and be willing to take on additional tasks or duties in order to ensure the success of the organization. You must demonstrate a strong attention to detail with the ability to manage multiple projects simultaneously; excellent planning, organization and project management skills are necessary. Requires a valid driver's license and the ability to travel independently and overnight when necessary. Ability to work varying hours as some evening, early morning and weekend time may be required.

**Essential Job Functions**

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Coordinate with the Director of Economic Development to provide economic, social, and demographic data to clients in an easy-to-understand format.
- Work directly with out-of-area companies and site selectors to understand what economic, social, and demographic data elements will best answer their inquiries.
- Update website with current data relevant to site selection decision-making.
- Support the creation of presentations and marketing material with relevant data elements.
- Maintain and Analyze data from Insightly (CRM) to produce findings relevant to BVEP's success.
- Present market research to BVEP stakeholders, working group members, and clients in a clear and compelling manner.
- Support BVEP team during site visit planning and execution.

**Supervisory Responsibilities**

This position has no direct reports, but does share in determining workflow of the administrative assistant assigned to BVEP.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
Date