OVERVIEW
The Colorado Office of Economic Development and International Trade (OEDIT) works with statewide partners to create a positive business climate that encourages economic development and job growth. Under the leadership of Governor John Hickenlooper, we strive to advance the state's economy through financial and technical assistance in support of local, regional, international economic development activities throughout Colorado.

DUTIES & RESPONSIBILITIES
OEDIT is seeking candidates for the Economic and Data Analyst position. This individual will be a part of OEDIT’s Data & Analytics team with duties related to transforming data into critical information and knowledge that can be used in making sound organizational decisions.

The Economic and Data Analyst will be responsible for both primary and secondary research activities, analysis and synthesis of data, and the organization and delivery of internal and external projects. The nature of the work is both project- and team-based.

Responsibilities:
● Supporting the Global Business Development team on the following key areas:
  ○ Business attraction, retention, and expansion projects
  ○ Advanced industries strategy and grant administration
  ○ Foreign direct investment and foreign market projects
  ○ Regional development efforts and projects statewide
  ○ Marketing data analysis and strategy implementation
● Support the Business Funding & Incentives team in the following key areas:
  ○ Analyze business data by NAICS code and access and analyze other economic data sources and methodologies to support specific projects.
  ○ Design and create highly specialized multi-axis charts and graphs in Excel to help display complex data
● Conduct primary research, including interviews with companies across a broad range of industries
● Contribute to the development of interview guides and/or survey instruments for data gathering and analysis
● Develop quantitative analysis of markets for recruitment, retention, and expansion efforts for both domestic and international markets
● Analyze data gathered in the course of primary and secondary research to inform and market business recruitment, retention, and expansion
● Recommend changes in recruitment, retention, and expansion strategy and marketing based upon direction of data gathering
● Stay current with industry and macroeconomic trends impacting markets covered by OEDIT
● Contribute to the monthly economic newsletter and develop factsheets related to Colorado’s economy
● Contribute to internal performance improvement initiatives to implement new analytical techniques or tools
● Analyze the State’s and regions’ existing business environment, strengths and gaps, and determine the critical data driven decision points for businesses considering to relocate or expand in Colorado
Design analytical processes necessary to yield information on the strengths and gaps in Colorado's business environment to allow targeted programs to be developed within OEDIT and other administrative offices to address those gaps and enhance the strengths.

Provide support to the various OEDIT divisions, including the tracking of data and providing a synopsis of important data relevant to the division.

QUALIFICATIONS & COMPETENCIES
Education & Experience
- Bachelor’s Degree in business, finance, economics, marketing, or equivalent experience; MBA or MA preferred
- 3+ years of relevant experience in economic development, business development, and/or GIS related work
- Expertise in EMSI, ARCGIS, Salesforce, OLS regressions and modeling, and knowledge and understanding of data from sources such as the Bureau of Labor and Statistics, the Bureau of Economic Analysis, Federal Reserve, the U.S. Department of Commerce, and the Colorado Department of Local Affairs

Competencies:
- **Analytical Thinking:** Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand. Makes logical conclusions, anticipates obstacles and considers different approaches that are relevant to the decision making process.
- **Business Function Knowledge:** Uses an understanding of business functions to analyze and propose technical strategies for the organization—assessing benefits, risks, and costs.
- **Communications for Results:** Expresses technical and business concepts, ideas, feelings, opinions, and conclusions orally and in writing. Listens attentively and reinforces words through empathetic body language and tone.
- **Innovation:** Improves organizational performance through the application of original thinking to existing and emerging methods and processes.
- **Problem Solving:** Anticipates, identifies and defines problems, seeks root causes, and develops and implements practical and timely solutions.
- **Teamwork:** Collaborates with other members of formal and informal groups in the pursuit of common missions, vision, values and mutual goals.
- **Thoroughness:** Demonstrates attention to detail and accuracy. Defines and organizes tasks, responsibilities and priorities. Takes responsibility for timely completion.

APPLICATION PROCESS
Applicants should submit a cover letter, resume, and references to The Office of Economic Development and International Trade by e-mail at laura.blomquist@state.co.us with the subject line “Economic and Data Analyst” by March 4, 2015. Please include your start date in the cover letter.

Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.