# Position Announcement

**Title:** Research Analyst  
*(2 openings)*

**Entry Salary:** Low to mid-$50k’s, commensurate with experience*

**Division:** Global Commerce  

**Location:** Atlanta, GA

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### Duties and Responsibilities:

The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry, locating new markets for Georgia products, attracting tourists to Georgia, promoting the state as a location for arts and film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

The mission of GDEcD’s Global Commerce division is to market the state for business recruitment, existing business expansion, and small business development. The Global Commerce Research Team helps answer prospects’ questions, develops content for marketing materials, and performs additional research to support Global Commerce’s mission.

Primary responsibilities of the Research Analyst positions include:

- Conducting research to help Project Managers respond to Requests for Information (RFIs) from prospect companies and consultants about incentives, taxes, workforce, businesses in the state, and other business competitiveness factors
- Using Excel, calculate estimates of statutory incentives for prospective projects and their fiscal impact on the state
- Developing and maintaining a strong knowledge of the requirements of Georgia’s statutory incentives to assist internal and external clients
- Developing comparisons of incentives, taxes, regulations, costs and other business competitive factors between Georgia and competitor states.
- Developing, updating, and making accessible information such as lists of Georgia’s largest companies, rankings and accolades for the state, etc.
- Build and maintain internal resources about statutory incentives, taxes, Georgia businesses and other topics.
**Minimum Qualifications and Competencies:**

- Bachelors degree in related field from an accredited college or university OR 90 quarter hours/60 semester hours from an accredited college or university AND two (2) years of professional experience in closely related field
- Exceptional research and communications skills
- Strong analytical skills and ability to analyze and visualize data and statistics
- Strong organizational and project management skills, results-oriented
- Proficient with Internet-based research and Excel
- Must be curious, likes to dig in to the details and enjoy learning and understanding how government works
- Able to thrive in a fast-paced, team environment, and pitch in with other assignments as needed

**Preferred Qualifications:**

- Bachelors or Masters-level degree in economic development, public policy, public administration, business, or closely related field.
- Professional work experience (internships included) in economic development, public administration, public policy or related field within the previous two years.
- Knowledge of publicly available data sets and subscription data sources.
- Knowledge of Salesforce, ESRI including ArcGIS and StoryMaps.

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<th>Travel Required?</th>
<th>Occasionally</th>
<th>Nights, Weekends Required?</th>
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**Deadline**

Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified.

**Application Instructions:** To apply for this position, you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at [https://www.georgia.org/about-us/career-job-search](https://www.georgia.org/about-us/career-job-search). If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email [jobs@georgia.org](mailto:jobs@georgia.org).

**Additional Information for Applicants:** All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.

*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted. Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.
GDEcD is an Equal Opportunity Employer