

SUMMARY

The Business Intelligence Officer provides the organization and its investors with insightful interpretation of pertinent information applied to the programs of economic development marketing, public policy, and leadership.

The Business Intelligence Officer is the key manager of the Partnership's priority of becoming the center of intelligence for regional economic development. The Business Intelligence Officer is responsible for the maintenance of research documentation, research product deliverables and execution of the work program elements to support the initiatives of the Partnership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates and manages the ongoing development of the Tampa Bay Regional Economic Scorecard – a dashboard view and commentary on five factors that drive the Tampa Bay economy, along with benchmark data from five comparison regions.
- Assists VP of Business Development with strategic targeting, list development, market analysis and industry intelligence that offers the Tampa Bay Partnership and its partners with a competitive marketing advantage.
- Creates a series of Industry Intelligence reports for use in marketing the region.
- Provides timely data/development updates for the web site, power point presentations and collateral development.
- Works with USF CEDR to generate the annual "Tampa Bay Economic Market Report".
- Performs necessary research to help finalize legislative agenda and inventory of federal appropriations project funding requests.
- Assemble or help to obtain research required by various public policy task forces as part of the overall issues management process.
- Helps to develop any specialized databases that the public policy initiative may require.
- Performs complex professional, analytical and administrative support activities for the organization and sensitive special projects and studies.
- Furnishes internal research reports/updates and furnishes external research documents as necessary.
- Represent management at meetings of economic development, business and/or policy groups.
- Assist with review and finalization of Requests for Qualifications, Requests for Proposals and/or contracts or agreements for program activities, equipment or services.
- Serves as staff liaison with other related research functions in the region and state, e.g., TBRPC; Center for Economic Development Research at USF; in-house research capabilities at economic development partners such as Pinellas ED and Greater Tampa Chamber of Commerce; Enterprise Florida; Bureau of Economic and Business Research at USF, etc.

EDUCATION, SKILLS REQUIREMENTS:

- BA/BS degree in business, economics, statistics, marketing research. Master's or other advanced degree is a plus.
- 5+ years of experience in planning, performing and delivering economic development research projects – direct economic development organization experience is required.
- Proven knowledge of economic development and public policy research coordination leadership.
- Extensive communication skills, both verbal and written
- Proven ability to deliver oral presentations
- Ability to build consensus among varied stakeholders
- Demonstrated report-writing capability
- Strong analytical skills
- Excellent computer skills

Signature: _____ **Date:** _____

Employee Name: _____

Signature: _____ **Date:** _____

Supervisor Name: _____