



BIRMINGHAM

Research and Data Manager

Job Description:

REV Birmingham, a 501(c)3 nonprofit organization with a mission to create vibrant commercial districts, is seeking a Research & Data Manager to conduct data collection, analysis, and reporting in support of our mission. Our vision is that Birmingham is the most vibrant urban market in the Southeast where everyone can realize their dreams. Our work supports local businesses, creates great experiences and strengthens historic places, leading to job creation and economic growth in Birmingham.

Position Summary:

The Research & Data Manager will manage economic development and research projects, programs and initiatives, including a key emphasis on the collection and analysis of market data to enhance the marketing of target districts downtown, the Switch and Woodlawn and key sites in districts; support the recruitment of new tenants and developers; build and maintain a research library and database, contributing written and visual content to various reports; and support the application of data to drive outcomes aligned to the strategic objectives of the organization. This role supports REV program creation, execution, and evaluation, as well as fundraising, communications, and advocacy efforts. The Manager should be passionate about data-driven decision making and equally passionate about urban living in one of the most vibrant markets in the Southeast.

Critical Roles:

- Utilize Co.Star, Placer.ai and other proprietary platforms in order to research market conditions in support of economic development programs, such as recruitment and development opportunities;
- Mine local media, team updates, team relationships with brokers and other real estate professionals, and other sources for announced, in-progress, and completed development projects and update downtown data books and maps for Marketing target districts with developers, investors and prospects;
- Manage REV's Salesforce database to ensure accurate and consistent data entry; learn basic Salesforce management through online training; make minor edits to Salesforce setup to improve ease of use and data quality; create reports to support tracking of REV programs and fundraising; develop and update REV database best practices manual;

- Identify and provide necessary data for annual State of Downtown report; provide contextual analysis of downtown data based on Birmingham history, peer cities, and national trends; work with City Center District Manager to create State of Downtown report and corresponding presentation;
- Coordinate implementation of Monday.com as a data collection and project management platform, integrated with Salesforce;
- Coordinate quarterly walk audits downtown and in Woodlawn with support from REV team members to identify new businesses, vacancies, and changes to street-level businesses and buildings; collect data and share internally;
- Support the Business Growth team to analyze client outcomes and demographics in order to improve client offerings, to better manage client communications, and to further develop the client pipeline;
- Work with the Director of Investor Relations and program teams to conduct research in support of grant applications, determine annual outcome measures for grant applications; track outcomes throughout year to identify progress toward goals; provide REV client data and demographics for grant reports;
- Create and submit monthly quarterly and annual reports for Community Development Block Grant funding and Main Street Alabama platforms to reflect progress toward grant and programmatic metrics;
- Perform other duties and assume other responsibilities as assigned.

Knowledge, Skills, and Abilities:

1. Ability to communicate effectively, both orally and in writing, using a thorough knowledge of English grammar, spelling, and punctuation rules;
2. Detail-oriented (i.e. ability to identify and resolve errors in data sets and reports to ensure accuracy);
3. Effective computer skills. Proficiency in Windows required; Microsoft Word, Outlook, PowerPoint, Excel, Microsoft Teams experience strongly preferred; Salesforce, Monday.com preferred; strong consideration for CoStar and Placer.ai familiarity, as well as demonstrated experience with databases, platform integrations, and other data and research tools);
4. Ability to prioritize responsibilities, delegate tasks and efficiently manage time independently to accomplish a variety of duties;
5. Ability to work with team members and stakeholders from other organizations, agencies, and groups in a professional manner to strengthen partnerships and project a favorable image of the organization;
6. Ability to regularly make good decisions and exercise good judgment at all times, particularly when communicating with parties outside of REV;
7. Skill in developing and maintaining positive working relationships with REV staff and various constituency groups that yield results in line with REV's mission; and

8. Ability to practice an appropriate level of confidentiality.

Physical Requirements:

Requires the physical mobility to sit and walk for moderate periods of time and to occasionally carry or lift objects weighing up to 20 pounds. Reasonable accommodation may be provided as necessary.

Qualifications:

1. BA/BS degree in economics, business, real estate, city planning, government, statistics, social sciences, or data-related field preferred.;
2. Experience in a nonprofit, government or economic development setting preferred;
3. Academic and/or professional experience in data analysis required;
4. Working knowledge of certain database applications is desired, but not required;
5. Proven time management and organizational skills;
6. Hard-working with a positive attitude and willingness to accomplish the task at hand;
7. Ability to manage simultaneous tasks or projects while maintaining a team spirit;
8. Ability to effectively work with a variety of people in a professional manner and project a favorable impression of the organization;
9. Flexibility to facilitate / participate in meetings and events outside of core business hours (i.e. nights, weekends, etc.); and
10. Valid driver's license for traveling between local businesses, properties and other locations as necessary.

Interested candidates should send a cover letter and resume to Atticus Rominger, Chief Strategy Officer, at jobs@revbirmingham.org. No phone calls please.