

## RESEARCH COORDINATOR

Development Strategies is seeking to add a Research Coordinator to its team. Development Strategies is a strategic planning firm that provides consulting to cities, developers, lenders, and companies in the areas of real estate, economic, and community development. Located in St. Louis, Missouri, we have a diverse portfolio of successful projects throughout the United States.

Our team of project managers requires the services of a coordinator of research focusing on demographics, economics, finance, and real estate data and related information.

### RESPONSIBILITIES

- Point of contact for research to project managers responsible for consulting and research assignments.
- Gather economic and real estate data from published and internet materials including federal and state databases, private vendors, real estate brokers, economic development agencies, chambers of commerce, universities, and related sources to address specific needs of clients.
- Download, enter, organize, and format statistics and related information into tables, graphs, and summary points.
- Telephone research and interviews to obtain and clarify customized information.
- Allocate research assignments among appropriate staff.
- Train and oversee interns.
- Final review and editing of data and writing prepared by others before presented to project managers.
- Manage databases useful in project management and research.
- Lead research-oriented and other projects as appropriate under supervision of project managers
- Assist with graphic content of reports and presentations.
- Ensure consistency in reports and presentations with firm's graphic standards. Project managers may require assistance with report formatting.

### QUALITIES AND QUALIFICATIONS

- Bachelor's or associate's degree in related field (e.g., business, economics, finance, real estate, urban planning) and/or strong research skills from other disciplines.
- Personable for frequent interactions by phone and face-to-face with people outside the office.
- Well-organized.
- Skilled in Microsoft Office products: At a minimum Excel, Word, and PowerPoint
- Problem solver who converts goals into steps to address research needs.
- Excellent written communication: writing and/or statistical analysis sample may be requested.

Please submit letter of interest and resume to:

Brad Beggs

Development Strategies

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