



JOB TITLE: Research Analyst	POSITION TYPE: Salary Exempt
DEPARTMENT: Business Intelligence	HOURS PER WEEK: 40+
REPORTS TO: Senior Director of Business Intelligence	LOCATION: Las Vegas, NV

POSITION OVERVIEW

This position serves as one of LVGEA's primary support roles for regional economic intelligence, providing data-driven analysis that informs organizational strategy, public policy positions, business attraction, investor communications, and regional decision-making. The Research Analyst develops and maintains economic indicators, analyzes emerging trends, evaluates policy impacts, and produces recurring reports that demonstrate the economic value of LVGEA's work to municipal partners, investors, and stakeholders. Working in support of the Senior Director of Business Intelligence, this role helps position LVGEA as the trusted source for economic intelligence in Southern Nevada.

ESSENTIAL JOB FUNCTIONS

- Monitor, analyze, and interpret regional, national, and global economic trends to identify opportunities, risks, and emerging issues affecting Southern Nevada's economy and competitiveness.
- Respond to requests for data research and analysis from internal teams, member companies, site selectors, and community partners, including RFI support.
- Identify, extract, and analyze data from federal, state, and proprietary sources (e.g., BLS, BEA, Census, GIS, Lightcast) to develop target industry profiles, market intelligence, and company research supporting business attraction, retention, and foreign direct investment initiatives.
- Develop reports, dashboards, executive presentations, and data visualizations that communicate complex economic information and regional performance in a clear, actionable manner.
- Track, analyze, and refine strategic plan metrics while collaborating with leadership to maintain benchmarks, key performance indicators, scorecards, dashboards, and other organizational performance measures.
- Assist in producing and maintaining monthly, quarterly, and annual reports for internal tracking and Governor's Office of Economic Development (GOED) requirements.
- Design and administer surveys and other data collection instruments; collect and analyze data; and prepare narrative and statistical reports.
- Maintain research datasets, business intelligence resources, and reporting databases to ensure the accuracy, consistency, and integrity of organizational data.
- Produce annual economic impact reports for each municipal funding partner demonstrating the outcomes, investments, projects, jobs, capital investment, and economic value generated through LVGEA's activities within their jurisdiction.
- Monitor corporate expansions, site selection activity, investment announcements, public policy developments, infrastructure projects, demographic shifts, labor market trends, and competitive market activity to identify strategic implications and opportunities for Southern Nevada.
- Utilize business intelligence platforms, GIS, AI-enabled research tools, and data visualization software to improve research efficiency, reporting, and decision-making. Maintain and regularly update economic data, charts, maps, dashboards, and statistical content published on the LVGEA website, ensuring information remains accurate, timely, and relevant.
- Support the Senior Director of Business Intelligence in presenting research findings, developing training materials, and promoting data literacy across the organization.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE

- **Regional & National Economics:** Working understanding of economic indicators, labor markets, and demographic trends.
- **Research Methodologies:** Familiarity with data collection, statistical analysis, and reporting techniques.
- **Data Sources & Tools:** Working knowledge of federal/state datasets (BLS, BEA, Census), GIS, and business intelligence software.

SKILLS

- **Analytical & Quantitative:** Demonstrated experience accessing, analyzing, and interpreting data sets.
- **Research Communication:** Superb written and oral communication skills, with the ability to present clearly and effectively to varied audiences.
- **Technology & Tools:** Proficiency with the Microsoft Office Suite, particularly Excel, and experience with a CRM system, preferably Microsoft Dynamics.
- **Data Visualization:** Ability to transform quantitative information into clear visual dashboards, charts, and executive presentations. Experience working with GIS, Tableau, Power BI, ArcGIS, or similar business intelligence and visualization platforms preferred.
- **Project Management:** Ability to organize and prioritize daily tasks and manage multiple projects simultaneously.

ABILITIES

- **Independent & Strategic Thinking:** Capacity to generate new ideas and act creatively, working autonomously as needed.
- **Collaboration:** Strong team player who is self-motivated, customer service driven, and highly collaborative.
- **Adaptability:** Able to adjust to changes in the work environment and work under pressure to meet tight deadlines.
- **Accuracy & Integrity:** Commitment to maintaining high standards of research rigor and objectivity.

QUALIFICATIONS

Educational Background:

- Bachelor's degree in Economics, Public Policy, Urban Planning, Business, Statistics, or a related field (required).
- Master's degree in a related discipline a plus.

Professional Experience:

- 2–4 years of relevant experience in research, data analysis, or economic development.
- Proficiency in Microsoft Office Suite, especially Excel, is required; experience with a CRM system is preferred.
- Experience working in an economic development organization or entrepreneurial environment a plus.

WORK ENVIRONMENT

The work environment for this role requires working indoors in an environmentally controlled setting, with potential exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people, requiring frequent collaboration and communication. Essential and marginal functions may necessitate maintaining a physical condition suitable for prolonged periods of walking, standing, and sitting, as well as traveling from site to site for meetings, client visits, or events. Additionally, the role involves use of computers, leading to regular exposure to computer screens for research, data analysis, and reporting tasks.

BENEFITS

- Employee group life insurance, medical, dental and vision covered 100% for the employee only (after 90 days).
- 401K available to employees after 6 months of continuous employment up to a total of a 4% match.
- 12 Paid Holidays a year, and three weeks of Paid Time Off (PTO) in the first year of employment.
- Flexible work arrangements, including remote work on Fridays when business needs allow.

TO APPLY

Submit a cover letter, resume, and any relevant work examples to careers@lvgea.org. No calls, please.