

Are you looking to join a team that is making a difference in the future of San Jose? We are looking for a skilled Research and Data Analyst who wants to help tell the story of downtown San Jose through data. The San Jose Downtown Association (SJDA) is a non-profit organization that has worked closely with private and public-sector partners since 1986 to represent the interests of business owners in downtown San Jose. Please review www.sjdowntown.com *before* applying, to better understand SJDA's mission, programs and services. Details on the position are below:

POSITION TITLE: Research and Data Analyst, San Jose Downtown Association

POSITION DESCRIPTION:

The San Jose Downtown Association (SJDA) is a non-profit, membership-based organization founded in 1986 to represent business and property owners. We make downtown a better place for business, residents and visitors through events, advocacy, marketing and more.

The Property-Based Improvement District (PBID) is a special assessment district that conveys certain benefits to the properties located within its boundaries. Established in 2007 and managed by the SJDA, the PBID provides funding for downtown services, including clean and safe services, enhanced maintenance and landscaping, beautification projects and small business support.

The Research & Data Analyst role is responsible for managing SJDA's internal programmatic data, including management of the organization's Salesforce database.

Scope of the role includes leading and executing data analysis projects; creation and dissemination of programmatic collateral; leading best-practice research for the organization; collaboration with partner agencies on research and analysis of trends and topics that impact downtown San Jose; and support to staff as the organization uses a data-driven approach for various programs. The position will often be the point-person to guide projects and initiatives through their full life cycle. The candidate should be experienced with data analysis as well as internal and external communications.

The Research and Data Analyst is a full-time, exempt position and is supervised by and reports to the Director of Public Space Operations.

GENERAL RESPONSIBILITIES AND DUTIES:

- Data Analysis
 - Research, retrieve and manage data, conduct data analysis, and contribute written content and design direction for the visual display of quantitative and qualitative findings for internal and external reports, including but not limited to the following:
 - SJDA/PBID Salesforce
 - Programmatic data
 - Area development Projects
 - Ground floor retail tracking by category (restaurants, retail, etc.)
 - Sales volumes (trends by category and area)
 - Transit, pedestrian, and traffic counts
 - Census information and area demographics (residents and workers)
 - Visitor counts for main attractions and events
 - Office space (gross, vacant, Class A, B & C)
 - Retail space (gross, vacant, type)
 - Lease rates & land prices
 - Business Improvement District

- Management of SJDA's Salesforce membership database
- Serve as a point of contact for research partners at local, regional, and national firms that oversee and maintain real estate data tracking, tourism data tracking, and other related fields. Maintain and update inventory of these contacts
- Serve as a primary user of third-party data tracking technologies subscribed to by SJDA, such as demographic reporting platforms, pedestrian tracking platforms, real estate tracking platforms, etc.
- Provide mapping support via GoogleMaps, CoStar, and other subscription based platforms
- Research
 - Develop familiarity with local, regional, and national resources in public space management, commercial real estate and urban development that can provide reliable sources of research data and related information that supports the mission of SJDA and its related organizations
 - Monitor new/existing research, collect market data, and maintain files on relevant programmatic, market and economic development information from other downtowns/related markets throughout the US and internationally

QUALIFICATIONS:

- Technical skills required:
 - Basic programming skills in languages: SQL, Python and/or R
 - Database management experience, with specific emphasis on Salesforce
 - At least 2 years of Computer Science, Math, and Statistics coursework.
 - Ability to pre-process structured and unstructured data as well as QA and troubleshoot data
 - Strong reporting and data visualization skills (i.e. in R, Excel, or Tableau)
 - Proficiency in Microsoft Excel and PowerPoint
- Ability to work in high-pressure situations and present to senior leaders
- Excellent attention to detail and written/verbal communication skills

SALARY: Salary is \$85,000 and includes competitive benefit package

DEADLINE: October 8, 2021 at 5:30pm.

TO APPLY: Please submit cover letter and resume to SJDA's HR department.
 Please note that upon submission of both cover letter and resume, qualified applicants will be sent a technical assessment to complete prior to October 8.
 Applicants who do not complete the technical assessment will not be considered.

Submit your cover letter and resume to hr@sjdowntown.com or
 San Jose Downtown Association, Human Resources
 28 N. First St., #1000
 San Jose, CA 95113