



#BEPARTOFIT

Economic Advisor

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

GO Topeka seeks an organized, analytical, and financial minded professional to work with various entities within the Greater Topeka Partnership on a variety of projects serving as the organization's **Economic Advisor**.

Major Duties Include:

- Contributes rigorous quantitative analysis to research economic trends in Topeka and Shawnee County.
- Studies financial and market data and recommends appropriate business leads for new business opportunities.
- Develops the methodology for the collection of relevant data and assembles and designates data into meaningful formats to facilitate program decisions.
- Identifies and analyzes trends, interprets all data, identifying challenges and opportunities for improvements, and communicates in a simple, clear, and concise manner to a variety of audiences including but not limited to staff, board members, investors, elected officials, media and the public.
- Supports contracted analytical studies/projects, including serving as a technical resource, contract/report management, and internal expert reviewer.
- Maintains and analyzes various databases to assist with development initiatives.
- Provides support for the GTP with regards to responding to RFPs and RFIs from site selectors, corporate real estate professionals and companies assessing the Topeka market.

The right candidate will have education and experience in:

- Bachelor's degree from an accredited college or university; degree in economics or related discipline preferred.

- A combination of education and proven Economic Development experience may be considered in lieu of a degree.
- Proficient knowledge in business planning and promotion, market analysis, relevant municipal legislation, and financial management.
- Ability to gather large amounts of data, analyze, evaluate, and disseminate in a succinct and effective manner.
- Demonstrated reporting, data analysis and research skills.
- Ability to present accurate work with a strong attention to detail in a high pressure, fast-paced environment while being held accountable for overall results.
- Intermediate to advanced computer skills including Microsoft Excel, Word, PowerPoint, Tableau, Stata, and various databases essential to analyze targets.

The right candidate must be aligned with the Partnership's Core Values, which run-through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think **YOU** might be the one, send a short cover letter and resume to Jessica Ohse at jessica.ohse@topekapartnership.com.

