Research Analyst – Job Description

Description:
The Launch Place is an independent 501(c) (3) business consulting firm with offices in Danville and Martinsville, Virginia that has been in existence since 2005. The Launch Place provides business consulting services for local and regional private businesses, economic development organizations, non-profit institutions and local governments. It also provides pre-seed and seed funding to technology based start-up businesses. Through its services, The Launch Place contributes to the economic transformation of Southern Virginia. The Launch Place has a proven track record in helping businesses to grow and remain competitive both domestically and in global markets.

The Research Analyst will report to the Deputy Director of The Launch Place and will principally be responsible for market research and data collection during company due-diligent process, interpreting data, formulating reports and making recommendations based upon the research findings. The Research Analyst must have strong initiative and follow-through and be able to anticipate the needs of clients. He/she must also be resourceful, professional, and a team player. The Research Analyst must be able to handle numerous tasks simultaneously, prepare various written client deliverables, prioritize, meet deadlines, work well with minimal supervision, as well as have the flexibility to be available beyond normal working hours.

The Research Analyst will work with the client (either internal or external) on both consulting and seed fund and pre-seed fund related projects. Research work will include market research (industry, company, and competitor analysis), document collection, and collecting client company’s background information. The Research Analyst will apply both qualitative and quantitative techniques to interpret the data, present the findings, and produce substantiated recommendations.

Primary Responsibilities:

- Collecting documents of client companies
- Researching background information about client companies
- Coordinating meetings and conference calls with client companies and The Launch Place staff
- Leading data research in close cooperation with clients and peers to satisfy project requirements
- Conducting in-depth data analyses using traditional and advanced methods
- Assisting peers in company valuation and developing financial models
- Developing reports and documents containing actionable recommendations for peers
- Manage client expectations regarding the depth of analysis contained within deliverables and on the timeliness of deliverables
Research Analyst

- Organize and track investment documents and applications
- Assure that the Launch Place project guidelines and Code of Ethics are followed and met throughout the due-diligent period and project development process
- Assist team in preparing variety of document and presentations including memos and presentations in PowerPoint, Excel, and Word
- Perform financial analysis and develop models using in-depth analytical techniques for portfolio and client companies
- Identify attractive investment opportunities by filtering initial applications
- Assist portfolio company with needs beyond financial analysis
- Provide business consulting services to portfolio and outside clients.

**Position Requirements:**

- A minimum of 3 years of experience in conducting market research
- Strong analytical and critical thinking skills
- Exceptional written, oral, and presentation communication abilities
- Expertise with Excel, PowerPoint, Word, Visio, and Outlook
- Proficiency using the web, private, and public database as a resource for finding information.
- Ability to perform financial analysis and develop models
- Bachelors in business, marketing, finance, or economics

**Location of Job:**

The Launch Place, Danville, VA. (Approximately 10% travel depending on project requirements.)

**Compensation:**

The Launch Place offers a competitive compensation package which includes an annual cost of living adjustment. Employee benefits include, but are not limited to medical insurances and a matching 401(k) plan.