
1 Position Intro, Research Analyst

1.1 Position Title:

Research Analyst

1.2 Location:

Blacksburg, VA

1.3 Duration

Permanent

2 Introduction to TechOpp Consulting

We are a rapidly growing business development consulting company. Our core mission is to help our clients secure funding to develop game-changing technologies and to transition those technologies to new products in both domestic and international markets. Our clients are developing the next generation of technologies that will be used by the Department of Energy, Department of Defense, NASA, and consumer markets.

3 Scope of Position and Day-to-Day Responsibilities

This position will support client-directed business development projects which typically involve conducting market study research, competitive analysis, identification of commercial principals and federal programs of record, and creating clear, concise summary reports. The successful candidate will support new business development initiatives and continuous business process improvement. Ideally, the successful candidate will contribute some novel ideas to help improve our outward-facing client experience and inward-facing business processes.

Specific responsibilities include:

- Perform market research to determine entry points for selected technologies
- Identify key companies/federal programs within selected target markets
- Identify and find contact information for decision makers at these companies/federal programs
- Organize, prepare correspondence and conduct outreach to decision makers
- Conduct competitor analysis to determine market niche
- Summarize and/or edit work done by self or others into clear, concise, well-written final reports
- Author from research and/or edit content for client technical proposal consulting assignments
- Support proposal writing efforts with research, business case development, and graphics

4 Other Considerations

- Compensation: Compensation will be dependent on the candidate's skills and experience.
- Benefits: Our benefits package includes health insurance, 401k, profit sharing, and generous paid time off.
- Travel Requirements: Minimal
- Hours of work/work schedule/flextime: 40 hrs/wk
- Location: 1880 Pratt Drive, Suite 2007, Blacksburg, VA
- Job Title: Research Analyst

5 Requirements

5.1 General

- B.S. or B.A. degree in a relevant field (prefer background in Engineering or Science; a background in Business, Marketing, Economics, and Philosophy is also relevant to the position)
- GPA: 3.0 minimum
- Citizenship: Must be U.S. citizen or permanent resident
- Excellent written and verbal communication skills, equivalent to native-born English speaker.
- Experience: 0-5 years; Internship experience in an engineering technology environment is highly desirable

5.2 Required Skills and Experience:

- Proficient with MS Office, esp. Outlook, Word and Excel

5.3 Desired Skills and Experience:

- Excellent technical writer/editor
- Knowledge of and experience using on-line databases related to market research, federal funding, technology competition, professional contact information, etc.
- Experience in marketing or business development in a technical field

5.4 Soft Skills:

- Highly motivated, self-starter, positive, "can-do" attitude
- Highly organized
- Collaborative/team player