



Manager, Industry Analytics (Full-time; Permanent)

- Job Purpose:** To support the achievement of the Association's short and long-term industry objectives. To serve as a resource to GBCA membership on matters of labor, industry analytics and research, or association relations. To represent GBCA and the President as needed.
- Responsible to:** President & Vice-President
- External Relationships:** General contractors, sub-contractors, suppliers, developers, vendors/consultants, labor unions, industry partners, AGC of America, local, state, and federal elected officials, and government agencies
- Internal Relationships:** Board of directors and stakeholders, executive management, GBCA employees
- Salary:** Competitive Salary and Benefits Package
- Office Hours:** M-F, 8:30 AM to 5:00 PM; occasional evening or weekend events
- Location:** Philadelphia, PA (Center City)

Key Responsibilities and Accountabilities

The essential Industry Relations duties will include, but not be limited to the following:

- Collect and analyze data on the commercial construction industry in the Greater Philadelphia marketplace, including economic indicators, market trends, and member company data
- Analyze and report on national construction industry and broader relevant market data
- Collaborate with the executive team to identify key trends and insights, and use this information to inform the Association's strategy and decision-making
- Develop and maintain reports and dashboards to track key performance indicators and industry trends
- Provide data-driven recommendations to the executive team on ways to improve the Association's operations and member engagement
- Stay up to date on industry trends and best practices in data analytics

- Research and report on regional and national diversity initiatives and activities within the construction industry

The essential Labor Relations duties will include, but not be limited to the following:

- Maintain the Association's labor relations information, detailing significant events and corrective actions
- Prepare reports such as reference documents and statistical data regarding labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs
- Monitor and report on the Association's benefit funds financial guarantees
- Gathering and analyzing data on local, regional, and national collective bargaining agreements, including terms and conditions, wages and benefits, and other relevant provisions
- Tracking changes and trends in collective bargaining agreements over time
- Assessing the impact of collective bargaining agreements on member companies and the industry as a whole
- Participating in negotiations and other meetings related to collective bargaining agreements, as needed
- Develop relationships with other bargaining associations and collaborate as needed throughout regional negotiations
- Serve as staff liaison to the GBCA Labor Policy Committee, prepare meeting agendas, and conduct Committee meetings

Knowledge, Skills, and Abilities

The ideal candidate will possess the following:

- Demonstrated record of accomplishing defined objectives with minimum supervision
- Demonstrated record of achieving desired outcomes by effectively influencing without formal authority
- Superb project management and program development skills
- Demonstrated record of effective and accurate budget management
- Demonstrated record of ability to analyze and summarize complex data and information.
- Excellent written and oral communication and presentation skills
- Ability to collaborate as a team but also be a strong, independent team member
- Attention to detail, proactive, and good organization
- Ability to meet internal and external deadlines
- Proficient computer skills (Microsoft Office applications, database applications, etc.)
- Uncompromising ethics
- Ability to provide superior service to association members and industry stakeholders
- Experience with data visualization tools such as Tableau
- Strong analytical and problem-solving skills

Education and Experience Requirements

- Bachelor's degree in a related field (e.g. economics, business, data analytics)
- 3+ years of experience in data analysis and interpretation
- Experience in the construction, real estate or related industries is a plus

Responsibilities and qualifications may change at any time, with or without notice.

Work Conditions/Physical Demands

The Industry Analytics Manager works in a typical office environment. A typical workday will include, but not be limited to walking around the office, sitting at a desk, using the computer, using office machines, and speaking on the phone. Periodically, the Manager will be required to attend GBCA events or related outside meetings/events on behalf of the GBCA. These meetings/events may take place outside of regular business hours and outside Center City Philadelphia.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Instructions

Qualified candidates should submit the following to the attention of Kristin DeFrancisco via email to kdefrancisco@gbca.com:

1. Cover letter
2. Resume
3. Names and contact information for three professional references

Applications that fail to fulfill this requirement will not be considered.