



# Strategic Partnerships, Inc.

## RESEARCH ANALYST

### Position Specifications

#### **ABOUT SPI**

**Strategic Partnerships, Inc. (SPI)** is a full-service research and consulting firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: [www.spartnerships.com](http://www.spartnerships.com).

#### **JOB RESPONSIBILITIES**

- Conduct high-level research and analytical services
- Analyze publicly available information on governmental entities for public sector spending (appropriations, budgets, planning documents, etc.)
- Compile information on public sector entities (federal government, state agencies, county governments, city governments, etc.) and identify business opportunities through the synthesis of information gathered
- Research and analyze expenditure and contract reports to provide historical perspective
- Respond to ad hoc requests for information/analysis and converting information into a meaningful, understandable format
- Monitor associations, think tanks and government trend reports
- Coordinate and monitor third-party Freedom of Information Act requests

#### **PREFERRED TRAITS AND EDUCATION**

- Degree from accredited college or university (Relevant experience can be substituted for up to two years of college or university coursework.)
- Proven research and analytical skills
- Good writing skills
- Ability to communicate well
- Proficient in Microsoft Word, Excel and Outlook
- Ability to work independently and be self-motivated
- Ability to prioritize time and resources to manage multiple projects with multiple deadlines

#### **HOW TO APPLY**

Please e-mail a brief cover letter describing your interest in the position and résumé to [jobs@spartnerships.com](mailto:jobs@spartnerships.com). In the subject field of your email, please write: Application for Research Analyst.