

POSITION DESCRIPTION

Job Title: Market Research & Data Analyst
Reports to: Senior Director, Market Intelligence - Mike Chung

Job Summary

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

This role will support Market Intelligence and Data Innovation efforts, including external market research and data analytics. Sources of data will include publicly available sources, surveys, and proprietary/confidential sales data for real-time analytic tools.

In this role you can expect to:

- Manage the setup, distribution, data processing and reporting of periodic surveys
- Coordinate data collection from third party data providers, process and draft commentary for annual association publication
- Provide demonstrations of proprietary data platform to prospective and active member organizations
- Review industry research and financial reports to identify key data and trends to report
- Track financial performance for key industry companies of interest, public and private
- Generate periodic reporting of data subscription product sales
- Create documentation of data collection and processes
- Have opportunities to speak publicly on industry insights / trends, data product tools
- Provide direct service/response to members/customers regarding technical questions

You are a fit for this position if you:

- Are a data junkie and are excited by collecting and utilizing an ever-growing set of data
- Appreciate data quality, organization and completeness
- Are intellectually curious – you love problem solving, and enjoy working with data and using it tell a story
- Are comfortable working in both individual and group settings
- Are detail oriented, persistent, thorough and pride yourself on completeness
- Are organized, systems oriented and are excited by increasing output through process improvements
- Are highly ethical and recognize the importance of confidentiality of working with data
- Embody the Auto Care Values of Teamwork, Curiosity, Integrity, and Fun (TCIF)

Qualifications & Skills

Bachelor's degree in business, social sciences, science / engineering preferred

2-4 years of related work experience and/or an Associate's degree suitable in place of a Bachelor's degree

Familiarity with spreadsheets and comfort and experience with Microsoft product (Excel, PowerBi)

Comfortable with large sets of data; management, analyzing (pivot tables) and presenting (charts). Data automation is a plus.

Data visualization and analysis (e.g., PowerBI), as well as experience with SQL desirable

Ability to write original analysis based on trends in industry and general economy

Ability to work independently as well as with individuals across disciplines, organizations, and seniority levels in team settings

Ability to work on multiple projects concurrently

Basic experience in website content creation and editing a plus

Working arrangement:

- Hybrid work environment – should plan to be in our Bethesda, MD office about half time

- Travel is required several times per year to participate in various meetings and/or to attend organizational functions.

At Auto Care Association, we recognize and appreciate that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Our Core Values of Teamwork, Curiosity, Integrity, and Fun (TCIF) help to create an environment where all employees feel valued, included, and empowered to do their best work, and bring great ideas to the table. We operate as one team, accountable to one another and grow stronger by sharing knowledge, collaborating, and working toward common goals. We embrace change and constantly strive to be better through seeking out information and learning from one other. We lead by example and do what's right, even when no one is looking. We also very much enjoy our time at work by creating opportunities to have fun and develop friendships.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Vice President of People Operations at autocarejobs@autocare.org.