



**Title:** Research Associate

**Job Description:** As Research Associate and a member of the Propmodo team, the candidate's primary role will be to research and write reports and associated promotional materials in fields related to real estate and technology.

**Responsibilities:**

- Perform a range of research and analysis duties in support of a growing pipeline of authoritative digital report content
  - Work with the Propmodo editorial team to understand cutting-edge research topics across technology, real estate and the built environment
  - Identify relevant sources of data and reliable information that can be used to inform reports
  - Conduct exhaustive primary and secondary research on a wide variety of commercial real estate tech and trends subject areas
  - Conduct interviews with leaders and experts across real estate, design and data and technology sectors
  - Perform original data analysis based on both public and proprietary databases and surveys
- Plan and write research reports that combine data and inputs from the sources described above as well as others. Ensure strong readability, consistent content quality and proper spelling, grammar and Propmodo style
- Approve interview quotes with informants, provide interested parties with the opportunity to review and comment on draft reports, and ensure all completed reports include citations and references where appropriate
- Use professional design software to create compelling charts and graphs to display data from a range of sources
- Plan, research and execute original articles, both to directly promote Propmodo's research reports and to dig further into tangential subject areas
- Execute graphic design of reports and supporting promotional materials using approved best practices and templates

**Compensation:** Depending on experience, salary range \$35,000 - \$60,000 per year

**About Propmodo:** Propmodo is about transformation -- that shift in the future of real estate -- and we are the information and intelligence brand at the center of it. We decipher and define trends for commercial real estate professionals through a combination of news, analysis, research, events, and marketing services.

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