**Manager, Industry Research and Analytics**

## POSITION DESCRIPTION

The Manager, Industry Research and Analytics, is responsible for managing third-party industry data research and data collection projects for the sleep products industry, tracking mattress recycling program performance against established KPIs, collaborating on third-party consumer and retailer research efforts, and facilitating the dissemination of relevant reports and findings. The Manager will lead a cross-functional team to foster interdepartmental collaboration and communication on data projects. The position requires strong quantitative, analytical and research skills.

## JOB RESPONSIBILITIES

### ISPA Industry Data

- Manage third party vendors who collect and compile primary industry data and prepare market forecasts.
- Provide written and visual analysis of market data.
- Manage the development and quality review, in collaboration with the association statistics committee, of quarterly and annual sleep products industry market data.
- Assist in developing and carrying out new data gathering initiatives, including crafting RFPs as needed for third-party solutions. Collaborate with leadership to craft a strategy for growing ISPA's data and analysis capacity in the mid- and long-term.
- Analyze raw data, surveys, research reports and other relevant information (both primary and secondary) relevant to the sleep products industry.
- Develop and deliver presentations and represent ISPA at meetings and events.
- Respond to press inquiries, to ensure data is accurately and effectively communicated.

### MRC Recycling Program Data

- Compile and analyze state mattress recycling program data against relevant KPIs.
- Report on insights and trends to management and other stakeholders.
- Collect, analyze, verify, and prepare data and supporting text for annual reporting.
- Develop Salesforce reports and dashboards in collaboration with the CRM Manager to make data readily available across the organization.
- Work with cross-functional teams to develop ways to improve data consistency and accuracy.
- Support and provide expertise for new data collection and data migration projects.

### Consumer and Retailer Data

- Work with ISPA and MRC marketing, ISPA Publications and their third-party vendors to analyze consumer and retailer trends of interest to the sleep products industry and the recycling program stakeholders.
- Manage cross-functional teams to identify opportunities for synergy, eliminate redundancies, and maximize the value of data collection efforts to the organization.

## SKILLS AND QUALIFICATIONS

- B.A./B.S. in economics, finance, data science, or general business from accredited four-year college/university. Master's degree with emphasis on data analysis preferred.
- 6+ years of data and market analysis experience.

- Strong data and program analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
- Project and program management experience. Ability to manage concurrent projects and task and work both alone and in a team environment.
- Proficient in MS Office Suite, including Word, Excel, Power BI and PowerPoint.
- Experience with queries, report writing, and data visualization.
- Experience with Salesforce or other customer relationship management software.
- Experience communicating program statistics and data to non-technical audiences.
- Strong written and verbal communication skills.
- Some travel required.
- Non-profit experience a plus.

## ABOUT ISPA

From its inception over 100 years ago, the International Sleep Products Association (ISPA) has been committed to supporting the mattress industry through active public policy, public affairs, and education initiatives. ISPA represents the bedding industry on safety, health, commercial, recycling, and environmental issues, and serves to provide a positive image for the sleep products industry. In 2013, ISPA established the Mattress Recycling Council (MRC), a nonprofit organization formed to operate recycling programs in those states that have enacted mattress recycling laws. The Better Sleep Council (BSC) is an ISPA committee that regularly surveys consumers and retailers on a range of sleep products and their purchase process.

## COMPENSATION

This is a full-time, hybrid position in Alexandria, VA with the flexibility for fully remote should the candidate be outside the Northern Virginia/DC area. Salary range commensurate with education, experience, and qualifications. ISPA provides an extensive benefits package. Please send resume with cover letter to opportunities@sleepproducts.org.