

Competitive Intelligence Analyst

Cooley LLP

New York City, New York, United States

Description

Cooley is seeking a Competitive Intelligence Analyst to join the Information Services Research team.

Position Summary:

Reporting to the Competitive Intelligence Manager and Director of Legal and Client Information Services, the Competitive Intelligence Analyst will conduct in-depth research and analysis of companies, industries, markets, technologies and competitors using a comprehensive variety of print and online tools and resources. The analyst will formulate, develop and communicate insightful and actionable intelligence to support strategic decision making to drive business development, profitability, growth, client retention and other business opportunities.

Position Responsibilities:

- Conduct in-depth, tailored research and analysis of companies, industries, technologies, markets and competitors; and communicate insightful and actionable intelligence to support strategic decision making to drive business development, profitability, growth, client retention and other business opportunities
- Retrieve accurate and relevant data using a wide array of data sources, and utilize sophisticated reporting tools including visualization tools such as tableau and Power BI to present and highlight trends and patterns
- Create and report weekly/monthly financing deal data specific to different industries and/or geographies as part of our suite of proactive business development work products
- Monitor vast amount of news and litigation filings to provide practice group leaders with actionable intelligence
- Keep abreast of news and events related to firm clients/industries/verticals/competitors; proactively distill and distribute intelligence when appropriate
- Contribute to the development of advanced current awareness services relating to clients, targets, industries, competitors and other topics for business development and market visibility opportunities;
- Develop market data visualization utilizing Tableau, Power BI or other visualization tools
- Take part in the development of the mission and vision for the CI team, formulating processes and developing best practices
- Participate in the promotion, development and maturing of the CI function to all relevant practice groups, leadership and selected support departments including Marketing and Business Development
- Take part in IS/KM projects implementing products and services where CI is a component or CI skills are relevant
- Take part in IS/KM projects implementing products and services where business/matter data a component or data skills are relevant
- Create and prepare presentation materials and make effective presentations when required
- Evaluate and select CI systems and tools and keep up to date in developments and best practices in the CI field
- Represent IS in the local office, both at Tech Lounges and at firm wide events
- Participate in special projects, as needed

Skills & Experience

Required:

- Ability to work extended and/or weekend hours, as required
- 3+ year's competitive intelligence experience
- Bachelor's degree or equivalent work experience
- Thorough knowledge of market analysis/business/competitive intelligence resources and marketing and business terminology
- Knowledge and experience conducting research using external tools such as PitchBook, Capital IQ, Deal Point Data, Mergermarket, Westlaw Monitor Suite, Manzama, Bloomberg Law etc. and mining internal data in CRMs, business intelligence and financial systems
- Intermediate Excel skills – PivotTables, vlookup, charting, etc.
- An understanding of the legal professional ethics and copyright environment that surrounds intelligence-gathering activities
- Experience working within the legal services sector

Preferred:

- Master of Library/Information Science Degree
- JD

Competencies

- Excellent research, analytical, written, verbal communication and presentation skills
- Ability to organize, analyze and distil large amounts of data into actionable intelligence and reports
- Intellectual curiosity – the ability to derive connections and synthesize information and facts
- Must be able to work in a fast-paced environment with demonstrated ability to coordinate multiple competing tasks and demands, provide high levels of customer service and maintain a professional demeanor at all times
- Strong interpersonal skills and the ability to collaborate and communicate with staff at all levels.
- The ability to work well and thrive in a collaborative team environment
- Excellent customer services skills

Cooley offers a competitive compensation and excellent benefits package.

Apply at this link: https://cooley.wd1.myworkdayjobs.com/en-US/Cooley_US_LLP/job/New-York/Competitive-Intelligence-Analyst_Req2110