Hunneman is in search of a Research Director to join our innovative team in Downtown Boston.

In this role, the Research Director manage and create research and analysis support to all producers. They will create a quarterly report, generate stats from the market and work with the brokers on deal specific information. The Director will work with our marketing team on presentation of services and create new innovative ideas on research. Director will have the ability to work on white papers for interesting and current real estate topics.

**Essential duties and responsibilities will include the following:**

* Director will manage the research process. Currently the position has been a one-person team with support from interns, however we are very open to adding a staff member based on the work and effectiveness of the Research Department.
* Provides research support for pitches, presentations, internal and client meetings.
* Analyzes market trends/economic conditions and incorporate findings into presentations, reports and other research materials.
* Performs regular maintenance and updates to property databases by conducting telephone surveys, research forums, broker meetings, etc.
* Create and produce the Real Talk CRE podcast, which is being developed.
* Responds to ad hoc internal and external client requests for data, graphs, commentary, etc.
* Create and write regular quarterly reports, blog posts, and other written materials.
* Assists in training staff, management, and sales professionals in the use of research tools and resources.
* Produces interactive maps, websites, reports, and presentations that bring research content and real estate data to life.
* Assists marketing with research content for social media and website.

**Desired Qualifications**

* Bachelor’s Degree in a related field; preferably in Economics, Real Estate, Finance or Geography.
* Experience in Real Estate is preferred or/and experience in a research department.
* Outstanding written and oral communication skills and the ability to work independently and collaboratively.
* Strong organizational, analytic, and quantitative skills.
* Ability to prioritize multiple assignments and work with limited supervision.
* Proficient with Microsoft Office Suite and comfort with analysis and visualization tools (such as Excel, PowerPoint, PowerBI).
* Experience with GIS mapping programs preferred.
* A desire to work in a fast-paced, fun environment, while working within a culture-based Company that values its team members.

**About Hunneman**

One of Boston’s leading privately held full service commercial real estate firms, Hunneman offers a unique and independent culture that focuses on our team members and collaboration. We provide property management services, brokerage for both landlords and tenants, financing of properties and investment sales. Located in the Boston’s Seaport District, we take pride in our innovative office space and our growing team!

Hunneman offers a flexible schedule including a prearranged hybrid work from home/office schedule.

If interesting in joining our team, please submit your resume to Ashley Melanson at amelanson@hunnemanre.com