



Competitive Intelligence Analyst

Link: https://cooley.wd1.myworkdayjobs.com/en-US/Cooley_US_LLP/job/Competitive-Intelligence-Analyst_Req3940-1

Location: Hybrid – Open to any of our 8 offices below

- San Francisco
- Santa Monica
- Los Angeles
- Palo Alto
- Seattle
- San Diego
- Colorado
- Chicago

Cooley is seeking a Competitive Intelligence Analyst to join the Data Delivery team.

Position summary: Cooley Innovation embraces a culture of customer service excellence and all members of the department are expected to move this agenda forward. To that end, the Competitive Intelligence (CI) Analyst is expected to recognize that the Cooley Innovation department is a service organization first and foremost and will be evaluated on this requirement equal in importance to the technical or operational responsibilities outlined later in this document.

The Competitive Intelligence (CI) team is a global team. Under the management of the Senior Competitive Intelligence Manager, the Competitive Intelligence Analyst will work productively with all members of the global CI team within the Data Delivery department to support the delivery of the global CI service. 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. Specific duties and responsibilities include, but are not limited to, the following:

Position responsibilities:

- Conduct in-depth, tailored research and analysis of companies, industries, technologies, markets and competitors; 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 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 distil 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 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 Innovation projects implementing products and services where CI is a component or CI skills are relevant
- Take part in Innovation projects implementing products and services where business/matter data is 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 Innovation in the local office, at firm wide events
- Participate in special projects, as needed

- All other duties as assigned or required

Skills and experience:

Required:

- After orientation at Cooley LLP, exhibit proficiency in the Microsoft Office suite, iManage, DTE, Adobe Acrobat and other firm applications
- Ability to work extended and/or weekend hours, as required
- 4+ years' direct applicable experience (e.g., competitive intelligence experience, or other relevant research experience); Eligible for consideration of Senior designation with 5+ years' directly applicable work experience
- 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, LSEG Workspace, Mergermarket, Westlaw Litigation Analytics, 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:

- Bachelor or 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
- Ability 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 and is committed to fair and equitable employment practices.

EOE.

The expected annual pay range for this position with a full-time schedule is \$85,000 - \$120,000. Please note that final offer amount will be dependent on geographic location, applicable experience and skillset of the candidate. Senior level candidates may be considered for this position and would be eligible for a higher salary range based on experience.

We offer a full range of elective benefits including medical, health savings account (with applicable medical plan), dental, vision, health and/or dependent care flexible spending accounts, pre-tax commuter benefits, life insurance, AD&D, long-term care coverage, backup care for children and/or adults and other parental support benefits. In addition to elective benefit options, benefited employees receive firm-paid life insurance, AD&D, LTD, short term medical benefits as well as 21 days of Paid Time Off (“PTO”) and 10 paid holidays each year. We provide generous parental leave and fertility benefits. New employees will attend a detailed benefit orientation to learn more about our many benefits and resources.