



# ICIC

Initiative for a Competitive Inner City

**Title:** Analyst, Urban Business Initiatives  
**Start Date:** May 13, 2019 (negotiable)  
**Contact:** [icicresumes@gmail.com](mailto:icicresumes@gmail.com)

**Location:** Boston, MA  
**Website:** <http://icic.org>

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## **Overview**

The Initiative for a Competitive Inner City (ICIC) is a national not-for-profit organization founded in 1994 by Harvard Business School Professor Michael Porter to promote economic development in America's inner cities through private sector engagement that leads to job, income and wealth creation for local residents. ICIC brings together business and civic leaders to drive innovation and action, transform thinking, and accelerate inner city business growth. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

## **Position Description**

The Analyst will be a member of ICIC's Urban Business Initiatives team and play an integral role by supporting two of ICIC's major programs: The [Inner City 100 program](#) and Santander Bank's [Cultivate Small Business program](#). Day-to-day responsibilities will include support of and execution on projects for both programs. This person will work closely with and report to the Director, Urban Business Initiatives, while also performing cross-functional work in conjunction with ICIC's Research & Advisory Team and other program teams.

The Analyst will provide project management, technology, data analysis, and capacity-building support for both programs. In addition, the analyst will support the coordination of annual events and recruitment of small business applicants for the two programs. This position offers an opportunity for increased responsibility over time.

## **Job Responsibilities**

Core responsibilities will include the following:

- Collect and analyze data on small business applicants and participants; track and highlight key trends
- Support the execution of grant and project deliverables
- Organize meetings including calendar coordination, record keeping, circulation of agenda and follow-up with action items
- Assist in application, evaluation and selection processes for program applicants (includes collecting information, preparing necessary materials and communicating with candidates)
- Support event planning, including setting agenda and audience building
- Utilize Salesforce in order to track organizational relationships and communications
- Manage technology platforms (scheduling software, webinars, etc.), internal databases and program templates
- Corral and contribute content to ICIC blog and social media campaigns as needed
- Facilitate program and process improvements
- Organize and report on project plans

## **Qualifications Desired**

The successful candidate is an organized, detail-oriented, flexible self-starter with strong potential for growth, and has up to three years of work experience. Candidates new to the workforce are welcome to apply. In addition, this person should be comfortable working in a fast-paced and hard-working environment. This person will be inspired by ICIC's mission and work, and passionate about supporting small businesses in need of resources to help them grow. The ideal candidate will have:

- A Bachelor's degree required
- Strong organizational skills and attention to detail
- Finely tuned analytical, written and communication skills with an ability to problem-solve and mitigate challenges
- Ability to learn, create, monitor, and maintain systems that enhance organizational efficiency
- Team player inclination: collaborative, solutions-oriented, and able to work with other departments to complete cross-functional projects
- Experience managing multiple tasks to completion simultaneously
- Flexibility with changing priorities
- Proficiency in Excel; experience with Adobe and customer relationship management software a plus

ICIC is an equal opportunity employer. This a full-time position based in Boston at our Dudley Square location.

## **Application Details**

The position will remain open until filled, but we will start considering applications on **March 20, 2019**. Please submit 1) a resume and 2) the completed assignment below to Caroline Suttlehan at [icicresumes@gmail.com](mailto:icicresumes@gmail.com). Please include "Analyst, Urban Business Initiatives" in the subject line of the email. No phone calls please.

ASSIGNMENT: In lieu of a cover letter, please share thoughtful responses to the following questions in 4-7 sentences each. Have fun with it. We want to get to know you.

1. Why do you want to work at ICIC? What excites you most about this particular position at ICIC?
2. What one skill makes you most qualified for this position? Provide an example of a situation in which you demonstrated this skill.
3. To date, what professional or academic achievement are you most proud of?
4. How do you stay current on your professional interests? Link us to something you recently read, watched, or listened to that taught you something new about your professional interest.
5. When do you feel most inspired by your work?