



Title: Senior Research Analyst
Business Unit: Research and Advisory Group
Salary: *Negotiable*

Start Date: *Negotiable*
Location: Boston, MA
Website: <http://icic.org>
Contact: kzeuli@icic.org

Background:

The Initiative for a Competitive Inner City (ICIC) is a national non-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. ICIC's research highlights the competitive advantages of inner cities and informs its advisory practice. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Summary:

ICIC is seeking a high-performing Senior Research Analyst who will work closely with senior leadership to support engagements with a diverse set of clients and support research and dissemination projects on urban economic development and business growth issues. The Senior Research Analyst will report directly to ICIC's Senior Vice President.

Duties and Responsibilities:

- Manage updating and maintaining ICIC's proprietary databases and data sets
- Perform quantitative and GIS analysis involving large and small data sets
- Support applied research projects from idea stage through completion, ensuring projects meet rigorous research standards, are grounded in theory, and meet deadlines
- Conduct primary research using surveys, interviews and qualitative analysis
- Participate in advisory teams and manage some advisory projects with a diverse set of clients, working closely with senior staff
- Support writing business development and grant proposals
- Manage the Research & Advisory team's interns, including the hiring process
- Support the content and delivery of knowledge and dissemination products, including reports, policy briefs, presentations, and blogs

Required Qualifications:

- Master's degree with strong academic performance in Business, Economics, Regional Economics, Statistics, Geography, Urban Planning or a similar discipline
- 2+ years of experience in research or consulting

- Exceptional analytical skills, including advanced proficiency in Microsoft Excel, Microsoft Access and Microsoft SQL Server and familiarity with ArcGIS. Experience using Stata is strongly desired
- Demonstrated experience analyzing small and large data sets including, but not limited to, Census Bureau, Bureau of Labor Statistics and Bureau of Economic Analysis data sets
- Demonstrated experience successfully managing projects and working on diverse projects, with minimal supervision
- Strong written and verbal communication skills, including ability to accurately and concisely summarize and synthesize complex information
- Knowledge of urban economic development issues
- Ability to work collaboratively with peers across business units
- Demonstrated ability to work on projects independently
- Flexibility with changing priorities
- Ability to manage multiple tasks and a diverse set of projects and successfully meet deadlines
- Ability to travel up to 15% of year

A successful candidate will be passionate about the work that we do at ICIC and passionate about research and analytics. They will be knowledgeable about economic development issues and engaged professionally in the field. They will be a strong leader and manager who is able to manage multiple projects simultaneously and take the initiative to ensure a project is completed successfully. They will be willing to work beyond conventional hours and will be comfortable working in a flat, multi-disciplinary structure. We are looking for someone with a demonstrated capacity for teamwork.

Why ICIC?

ICIC is the right place for you if you want to work in a dynamic and professional environment in an organization that is committed to improving the lives of inner city residents. You will be exposed to unique research opportunities and work directly with our clients across the country. Your career progress will be determined by your contribution to the organization's success as a whole.

Application Details:

The position will remain open until filled, but we will start considering applications on **February 1, 2016**. Please submit a resume and cover letter, with the job title as the subject line, to icicresumes@gmail.com. No phone calls please. Salary is competitive and commensurate with the candidate's level of experience. This is a full-time position based in ICIC's office in Boston, MA. ICIC is an equal opportunity employer.