



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

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

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### **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 Associate who will work closely with senior leadership to manage engagements with a diverse set of clients and manage research and dissemination projects on urban economic development and small business growth issues. The Senior Research Associate will report directly to ICIC's Senior Vice President.

### **Duties and Responsibilities:**

- Independently manage all levels of advisory projects, including leading advisory teams and managing a diverse set of clients
- Manage applied research projects from idea stage through completion, ensuring projects meet rigorous research standards and are grounded in theory
- Manage the Research and Advisory team's Analysts, including the hiring process
- Identify new business development opportunities and manage existing opportunities from idea through proposal acceptance, including writing business development and grant proposals
- Manage the writing, editing, content and delivery of knowledge and dissemination products, including reports, policy briefs, presentations, blogs and webinars
- Conduct primary research using surveys, interviews and qualitative analysis
- Perform some quantitative analysis involving large and small data sets

### **Required Qualifications:**

- Master's degree with strong academic performance in Business, Public Policy, Economics or a similar discipline
- 4+ years of experience in consulting, project management or research
- Extensive knowledge of small business and urban economic development issues

- Demonstrated experience successfully and independently managing complex projects and client teams
- Excellent written and verbal communication skills, including ability to accurately and concisely summarize and synthesize complex information, including visually
- Demonstrated experience conducting primary and secondary qualitative research, including conducting interviews and synthesizing findings
- Strong analytical skills, including advanced proficiency in Microsoft Excel
- 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 25% of year

A successful candidate will be passionate about the work that we do at ICIC and passionate about turning our research into practice. They will be extremely knowledgeable about economic development and small business 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](mailto: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.