

Title: Analyst, Urban Business Initiatives
Date: June 2019 (negotiable)
Salary: *Negotiable*

Location: Boston, MA
Website: <http://icic.org>
Contact: Kelsey Ray

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. Informed by our research, ICIC has developed or supported highly effective initiatives for underserved urban businesses to meet entrepreneurs' most pressing needs. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Description

ICIC is a national partner on the Goldman Sachs *10,000 Small Businesses*, a program designed to help entrepreneurs create jobs and economic opportunity by providing access to education, capital and business support services. ICIC is responsible for managing and advising on outreach, application and selection processes across all locations.

Job Description

The Analyst will provide programmatic support to the *10,000 Small Businesses* team and our partner teams at 3-5 program locations across the country. In addition, the Analyst will be asked to identify creative methods for both optimizing current processes and implementing new processes within programmatic guidelines. The position offers a unique opportunity for increased responsibility and exposure to external stakeholders.

Core responsibilities include:

- Supporting other team members in the coordination of partnership-based outreach, recruitment, application, and selection with non-ICIC program staff at local sites.
- Managing multiple databases and electronic files for several sites throughout recruitment process.
- Maintaining internal databases including collecting, cleaning, maintaining, and analyzing data.
 - Analyst may have the opportunity to present program data findings to funder and program partners.
- Conducting phone and email communication with program applicants as necessary.
- Assisting in evaluation and selection processes for program applicants at multiple program sites.
- Other tasks as assigned.

Qualifications:

The successful candidate is a highly organized self-starter with strong potential for growth, and has up to two years of work experience. The newest addition to our team should be inspired by the work that we do at ICIC, and passionate about supporting small businesses in need of educational resources to help them grow. The ideal candidate will have:

- A Bachelor's degree (or equivalent) in any field or discipline (required)
- Finely tuned analytical, written and communication skills with an ability to problem-solve and mitigate challenges
- Experience managing multiple tasks to completion simultaneously
- Strong organizational skills and attention to detail
- A team player inclination: collaborative, solutions-oriented, and excited to work with other team members and departments
- Flexibility with changing priorities and deadlines
- Experience building and maintaining relationships with external stakeholders
- Proficiency in Microsoft Office Suite (Microsoft Word and Excel skills required); experience with Adobe, ArcGIS and Microsoft Access a plus
- Willingness and ability to travel up to 15% of annual time, may increase with time in position

We're looking for a good-humored and socially conscious individual who feels passionate about supporting the mission and work of our organization. Individuals often work autonomously and are encouraged to contribute ideas and effort as organization needs and individual skills allow. We work in a fast-paced environment, and staff are expected to perform at a high level from the beginning, so resourcefulness and persistence in problem-solving are key ingredients in employee success.

ICIC is dedicated to the goal of building a culturally diverse and inclusive organization and strongly encourages applications from minorities. We provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender identity, family status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law. This a full-time position based out of our office in Boston's Dudley Square area.

Application Details

To be considered for this position, please apply through our [application page](#).

In lieu of a cover letter, please share thoughtful responses to the following questions in 4-7 sentences:

1. Why do you want to work at ICIC? Why are you interested in a role within the *10,000 Small Businesses* program?

2. Please describe a time when you faced a significant obstacle to succeeding with an important project or activity. How did you approach the situation, and what were the results?
3. Can you provide an example of a time when you had to use data to make a recommendation or inform a decision? What was the outcome? (Your example can be from a class project, internship, or work experience. Feel free to share the final deliverable itself if you have one.)
4. Is there anything else you would like us to know about your skills and experience, as they relate to this position?