



ICIC

Initiative for a Competitive Inner City

Title: Analyst, Urban Business Initiatives

Date: February 2019 (negotiable)

Salary: *Negotiable*

Location: Boston, MA

Website: <http://icic.org>

Contact: 10ksbresumes@gmail.com

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. ICIC's research highlights the competitive advantages of inner cities and informs its advisory practice and urban business initiatives. 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* program, managing and advising on outreach, application and selection processes across all locations. The Analyst will focus on this program, working closely with the entire team to support key projects and deliverables. The Analyst will be supervised by a Senior Associate on work deliverables and project planning matters, and will also have a dotted line reporting structure to the Program Director of the *10,000 Small Businesses* program for professional development and HR matters.

Job Description

The Analyst will provide programmatic support to the *10,000 Small Businesses* team, including database management, analysis of recruitment success metrics, and application processing. In addition to providing assistance on our work with local program sites, 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.

The Analyst will support the execution of outreach, recruitment, application, and selection processes in partnership with program teams at 3-5 program locations across the country, in addition to providing general programmatic support to the ICIC *10,000 Small Businesses* team as needed. Core responsibilities may include, but are not limited to:

- Supporting the Associates in the coordination of partnership-based outreach, recruitment, application, and selection with non-ICIC program staff at local sites.
- Managing program CRM systems, applicant trackers, internal databases, and materials for several sites throughout recruitment process.
- Internal database management; including collecting, cleaning, maintaining, and analyzing data.

- Analyst may present program data findings on key programmatic deliverables to funder and program partners.
- Conducting phone and email communication with program applicants as necessary, including application processing, follow up, and outreach.
- Assisting in application, evaluation and selection processes for program applicants as a supporting member of the National Selection Committee; this includes application processing, as well as preparation for interview and final selection processes with program applicants at multiple program sites.

Qualifications Desired:

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
- 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
- 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 are allowed and expected to work autonomously and 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 the candidate will need to find motivation in solving problems on a daily basis.

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 **December 3, 2018**. Please submit a resume and the cover letter assignment (below) to Allie Padgett at 10ksbresumes@gmail.com:

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?