



# ICIC

Initiative for a Competitive Inner City

**Title:** Analyst, Urban Business Initiatives

**Start Date:** October 2, 2017 (negotiable)

**Contact:** [icicresumes@gmail.com](mailto:icicresumes@gmail.com)

**Location:** Boston, MA

**Website:** <http://icic.org>

---

## 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 role and responsibilities will include support of and execution on key deliverables and 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 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 1-3 major events and recruitment and selection strategies and processes. This position offers an opportunity for increased responsibility over time, and influence on a new initiative.

## 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
- Assist in application, evaluation and selection processes for program applicants (includes collecting information, preparing necessary materials and communication with candidates)
- Support event planning, including setting agenda, recruiting speakers, and audience building
- Utilize CRM or other system in order to track organizational relationships and communications
- Manage technology platforms (scheduling software, webinars, etc.), internal databases and program templates
- Contribute to ICIC blog and social media campaigns as needed
- Facilitate program and process improvements
- Organize and report on project plans and key meeting contributions

## **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
- 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 Microsoft Office Suite (Microsoft Word and Excel skills required); experience with Adobe, ArcGIS 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 **August 21, 2017**. Please submit 1) a resume and 2) the completed assignment below to Kate Allgrove 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:

1. Why do you want to work at ICIC? Why are you interested in a role within ICIC's Urban Business Initiatives team?
2. Please give an example of a project or activity (your example can be from a class project, internship, or work experience) where you had to deal with competing priorities. How did you approach this challenge, and what were the results?
3. Please provide 1-3 specific examples of experience and/or skills you have that apply to this position.
4. Is there anything else you would like us to know about you?