



ICIC

Initiative for a Competitive Inner City

Title: Associate, 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

The Associate will primarily support ICIC's national partnership on the Goldman Sachs *10,000 Small Businesses* program, managing and advising on outreach, application and selection processes nationally. The Associate will work collaboratively with the entire *10,000 Small Businesses* team, and will report directly to the Program Director of the *10,000 Small Businesses* program at ICIC.

Job Description

The Associate will provide project management, analytical, technological, and process related support on the Goldman Sachs *10,000 Small Businesses* program. In addition to leading and promoting our strategic advising work with specific sites, the Associate will be asked to identify creative methods for both optimizing current processes and implementing new processes within programmatic guidelines. The position offers opportunity for increased responsibility and exposure to external stakeholders including the Goldman Sachs Foundation and Babson College. Core responsibilities may include:

- Coordinating and managing partnership-based outreach, recruitment, application, and selection with non-ICIC program staff at multiple program sites.
- In accordance with grant deliverables, developing small business recruitment strategies based on available program data, market research, and best practices.
- Managing complex partner relationships with program site teams and Goldman Sachs Foundation staff
- Analyzing data on small business applicants and participants; tracking and highlight key trends in information over time; presenting program data findings and insights to funder and program partners on key programmatic deliverables.

- Participating in the evaluation and selection process for program applicants as a member of the National Selection Committee. This includes facilitation of interviews with program applicants and partners at multiple program sites.
- Managing program CRM systems, lead and applicant trackers, internal databases and materials for several sites.

Qualifications Desired:

The successful candidate is a highly organized self-starter with experience providing data analysis, outreach support, and relationship management while managing multi-stakeholder partnerships. This candidate will be inspired about the work that we do at ICIC and passionate about supporting small businesses.

- A bachelor's degree
- 2-3 years of work experience, with some prior experience in program management, grant-based, or partnership-based work
- Strong analytical and critical thinking skills, as well as excellent oral and written communication skills
- A team player inclination: collaborative, solutions-oriented, and excited to work with other team members or departments
- Has experience building and maintaining positive relationships with clients and partners
- Ability to manage multiple tasks and a complex work load; flexible with changing priorities
- Willingness and ability to travel approximately 25% of annual time
- Strong problem solving, organizational skills, and attention to detail
- Experience developing and executing strategic marketing campaigns is a plus
- Strong proficiency in Microsoft Office Suite required; experience with GIS and Adobe a plus

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? (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?