



**Title:** Associate, Urban Business Initiatives  
**Location:** Boston, MA  
**Start Date:** December 15, 2017 (negotiable)      **Website:** <http://icic.org>  
**Contact:** [icicresumes@gmail.com](mailto:icicresumes@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. 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 be a member of ICIC's Urban Business Initiatives team and play a critical role in two of ICIC's major programs: The Inner City 100 program and Santander Bank's Cultivate Small Business program. Day-to-day responsibilities will include strategy creation for and execution on recruitment of small businesses participants for both programs, as well as management of special projects connected to both programs. They 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 Associate will report on the analysis of program data and act as a relationship manager for recruitment partners and participants related to both programs. They will have direct responsibility for significant program expenses and deliverables tied to program grants. This position offers an opportunity for increased responsibility over time, and influence on a new initiative (the Cultivate Small Business program).

### **Job Responsibilities**

Core responsibilities will include the following:

- Set and execute on recruitment strategies for Inner City 100 and Santander Bank's Cultivate Small Business
- Work with ICIC's partners to recruit small business owners to apply to programs
- Serve as a primary point of contact for program participants
- Support the execution of grant and project deliverables
- Manage special projects across both programs
- Provide analysis of program data
- Synthesize and package small business information for publication and promotion
- Assist as needed in application, evaluation and selection processes for program applicants
- Utilize CRM or another system in order to track organizational relationships and communications
- Contribute to ICIC blog and social media campaigns as needed
- Travel 1-4 times per year outside of Boston for events related to recruitment and program partnerships

## **Qualifications Desired**

The successful candidate is an organized, flexible self-starter, and has at least 2 years of applicable professional experience. In addition, this person should be comfortable with outreach and recruitment tactics, and willing to work 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 sustain and grow. The ideal candidate will have:

- A Bachelor's or Master's degree
- Demonstrated experience professionally navigating external relationships with customers, clients, major partners and/or sponsors
- Finely tuned analytical, written and communication skills with an ability to problem-solve and mitigate challenges
- Team player inclination: positive, collaborative, solutions-oriented, and able to work with other departments to complete cross-functional projects
- Experience with project management tools and seeing projects from inception to completion
- Flexibility with changing priorities, and an ability to multi-task
- Familiarity with database management software and CRM systems

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 **November 17, 2017**. Please submit 1) a resume and 2) answers to the questions below, in lieu of a cover letter to Kate Allgrove at [icicresumes@gmail.com](mailto:icicresumes@gmail.com). Please include "Associate, Urban Business Initiatives" in the subject line of the email. No phone calls, please.

### QUESTIONS:

- a. Why do you want to work at ICIC? Why are you interested in a role within ICIC's Urban Business Initiatives team, covering these two programs?
- b. Please give an example from your current or previous professional experience of a project you managed in collaboration with a team of superiors and/or peers. What was the process you followed for completion of the project, and what challenges did you face?
- c. Please provide 1-3 specific examples of experience and/or skills you have that apply to this position.
- d. Is there anything else you would like us to know about you?