

**ICIC**

Initiative for a Competitive Inner City

Title: Associate, Development and Alumni Relations
Date: March 2017 (negotiable)
Salary: Negotiable

Location: Boston, MA
Website: <http://icic.org>
Contact: 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. Informed by our research, ICIC has developed or supported highly effective programs for underserved urban businesses to meet entrepreneurs' most pressing needs: Goldman Sachs *10,000 Small Businesses*, Inner City Capital Connections, and the Inner City 100. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Description

The Associate is responsible for supporting projects and events enterprise-wide and supporting business development across ICIC's enterprise. Day-to-day role and responsibilities will be focused in two primary areas: development and alumni relations. The development responsibilities include identifying and targeting potential donors and partners, drafting proposals and managing the workflow process of donor cultivation and stewardship. The alumni relations responsibilities include developing a strategy to engage ICIC's urban business initiative alumni on a regular basis, identifying and cultivating high potential donors from this alumni base and creating and executing events for these alumni. This position reports to the President and COO, with a dotted line to the CEO.

Specific Duties and Responsibilities:

- Maintain on-going communications and relationships with donors and alumni
- Conduct primary research, pull together prep materials and provide strategic recommendations about fundraising targets
- Track and analyze results of ICIC's fundraising on an ongoing basis, identifying areas for increased performance and devising strategies for improving results
- Identify high potential prospects for inclusion in the major gifts and partnerships pipeline
- Provide support to Executive team in fundraising efforts, including scheduling and follow-up on business development meetings
- Enter, manage and extract donor and alumni data in ICIC's CRM database
- Follow-up on existing pledges and send thank you letters to donors
- Other development and alumni-relations responsibilities as needed

Qualifications Desired

The successful candidate is a detail-oriented, flexible self-starter with strong potential for growth, and has up to four years of work experience in the development and/or alumni relations field. 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 required
- Two to four years of experience in development, fundraising or a related field
- Finely tuned written and communication skills with an ability to understand and convey ICIC's research, programs, priorities and issues to a wide range of audiences.
- Demonstrated experience professionally navigating external relationships with customers, clients, major partners and/or sponsors
- 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
- Excellent multi-tasking and prioritization skills, including problem solving and overcoming challenges
- Flexibility with changing priorities
- Superb interpersonal skills, including strong written and verbal communication
- Ability to handle confidential information with discretion
- Strong analytical and decision-making skills
- Commitment to organizational mission and values
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office Suite (Microsoft Word and Excel skills required); experience with CRM and fundraising databases preferred
- Ability to travel up to 25% of year

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 **January 30, 2017**. Please submit 1) a resume and 2) the completed assignment below to Matt Camp at icicresumes@gmail.com. Please include "Associate, Development and Alumni Relations" 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 the Associate, Development and Alumni Relations role?
2. Please give an example of a project or activity 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?