



**Title:** Analyst, Urban Business Initiatives  
**Date:** February 2017 (negotiable)  
**Salary:** *Negotiable*

**Location:** Boston, MA  
**Website:** <http://icic.org>  
**Contact:** [icicresumes@gmail.com](mailto:icicresumes@gmail.com)

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## **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 a new small business initiative beginning in 2017. 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, communications, and capacity-building support for both programs. In addition, the analyst will support the coordination of 1-3 major events and execute recruitment and selection strategies and processes. This position offers an opportunity for increased responsibility over time, influence on a new initiative, and exposure to external stakeholders.

## **Job Responsibilities**

Core responsibilities will include the following:

- Work with ICIC's partners to recruit small business owners to apply to programs and participate in events
- Serve as a primary point of contact with program and event participants
- Assist in application, evaluation and selection processes for program applicants
- Synthesize and package small business information for publication and promotion
- Support event planning, including setting agenda, recruiting speakers, and audience building
- Facilitate program and process improvements
- Utilize CRM system in order to track organizational relationships and communications
- Contribute to ICIC blog and social media campaigns as needed
- Support the execution of partner trainings and capacity building
- Collect and analyze data on small business applicants and participants; track and highlight key trends
- Manage technology platforms, internal databases and templates

## **Qualifications Desired**

The successful candidate is a detail-oriented, flexible self-starter with strong potential for growth, and has up to three years of work experience. 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
- Finely tuned analytical, written and communication skills with an ability to problem-solve and mitigate challenges
- 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
- Experience managing multiple tasks to completion simultaneously
- Flexibility with changing priorities
- Strong organizational skills and attention to detail
- 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 **January 3, 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?