



**Title:** Analyst, Urban Business Initiatives  
**Date:** May 2018 (negotiable)  
**Salary:** *Negotiable*

**Location:** Boston, MA  
**Website:** <http://www.icic.org>  
**Contact:** [10ksbresumes@gmail.com](mailto:10ksbresumes@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 focus on ICIC's Urban Business Initiatives, primarily supporting ICIC's national partnership on the Goldman Sachs *10,000 Small Businesses* program, managing and advising on outreach, application and selection processes nationally. The Analyst will be supervised by a Senior Associate and work closely with the team to support key projects and deliverables. The Analyst will also have a dotted line reporting structure to the Program Manager, *10,000 Small Businesses* for professional development and HR matters.

### **Job Description**

The Analyst will provide project management, technology, data analysis, communications, and capacity-building support to the *10,000 Small Businesses* team. In addition to providing assistance on our strategic advisory work, the Analyst will be asked to identify creative methods for both optimizing current processes and implementing new processes within programmatic guidelines. The position offers a unique opportunity for increased responsibility and exposure to external stakeholders.

The Analyst will support the execution of outreach, recruitment, application, and selection processes in partnership with program teams at multiple program locations. Core responsibilities will include the following objectives:

- Support the Associates in the execution of partnership-based outreach and recruitment processes via regular conference calls, trainings, capacity building, and data analysis
- Assist in application, evaluation and selection processes for program applicants; this includes application processing, as well as preparation for interview and final selection processes with program applicants
- Collect and analyze data on small business applicants and participants; track and highlight key trends in referral source information over time
- Support Associates in managing technology platforms, internal databases and templates for program teams in multiple locations
- Co-manage processes related to preparing panelists to participate in interviews for program finalists

## **Qualifications Desired**

The successful candidate is a highly-organized self-starter with strong potential for growth, and has up to two years of work experience. The newest addition to our team should be inspired by the work that we do at ICIC, and passionate about supporting small businesses in need of educational resources to help them grow. The ideal candidate will have:

- A Bachelor's degree in any field or discipline
- Finely tuned analytical, written and communication skills with an ability to problem-solve and mitigate challenges
- Demonstrated ability to learn, create, monitor, and maintain systems that enhance organizational efficiency
- Experience managing multiple tasks to completion simultaneously
- A team player inclination: collaborative, solutions-oriented, and excited to work with other departments to complete important cross-functional projects
- Flexibility with changing priorities
- Strong organizational skills and attention to detail
- Experience building and maintaining relationships
- Proficiency in Microsoft Office Suite (Microsoft Word and Excel skills required); experience with Adobe, ArcGIS and Microsoft Access a plus

We're looking for a humorous and socially conscious individual who is comfortable working in a fast-paced and hard-working environment! 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 **March 9, 2018**. Please submit a resume and the cover letter assignment (below) to Katie Lettie at [10ksbresumes@gmail.com](mailto: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? (Your example can be from a class project, internship, or work experience. Feel free to share the final deliverable itself if you have one.)
4. Is there anything else you would like us to know about you?