

Title: Program Analyst, Inner City Capital Connections Program
Location: Roxbury, MA
Type: Full-Time

Background Information

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 business-led 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.

Inner City Capital Connections (ICCC) is an Initiative for a Competitive Inner City program that positions inner-city businesses for long-term success. It's designed for busy executives of all expertise levels, and its impact is proven to strengthen businesses and the inner-city communities where they operate.

Position Summary

The Program Analyst provides outreach, recruitment, analysis, communication and administrative support for the ICCC program. This role will report to the Director of the program. There is significant opportunity for increased responsibility given the program is on track to scale in 2018. This role includes but is not limited to:

Outreach, recruitment and communications (60%)

- Develop and maintain positive, ongoing relationships with targeted businesses
- Assist eligible small businesses through the nomination, application and registration processes of the program, maintaining regular contact over the phone
- Provide marketing and communications support for the ICCC program
- Market and promote the program to small businesses to encourage participation in program
- Serve as a critical member of the ICCC team to strengthen its branding effort

Event management (20%)

- Coordinate and execute the ICCC Training Seminars and Conference
- Manage invitation and RSVP requirements
- Manage collateral and email distributions required for convening/events
- Provide tactical and logistical support for program

Research, writing and analysis (20%)

- Collect data to support key ideas and presentations
- Prepare materials for application outreach and selection process
- Research new and existing recruitment channels, program sites and measure effectiveness
- Write, draft and review reports, memos and collateral material for program development

Program Timeline

| Business cycle | Key responsibilities | Comments |
|----------------------|---|---|
| December – March | <ul style="list-style-type: none"> Research, writing and analysis | |
| April – June | <ul style="list-style-type: none"> Outreach, recruitment, and communications | <ul style="list-style-type: none"> You will spend about 70 – 80% of your day making phone calls to prospects |
| July – September | <ul style="list-style-type: none"> Outreach, recruitment, and communications | <ul style="list-style-type: none"> You will spend about 70 – 80% of your day making phone calls to prospects |
| September – November | <ul style="list-style-type: none"> Survey, research, writing, and analysis | <ul style="list-style-type: none"> You will spend 50-75% of your day collecting survey and preparing the annual ICCC Impact Report |
| October | <ul style="list-style-type: none"> Online coaching | <ul style="list-style-type: none"> You will spend 30-50% of your day managing and facilitating ICCC Coaching sessions |
| October – November | <ul style="list-style-type: none"> Event and participant management | <ul style="list-style-type: none"> The ICCC annual conference is held each November |

Qualifications Required

A bachelor’s degree with at least one year of business experience is required.

- Strong problem solving, critical thinking, organizational skills and attention to detail
- Ability to communicate in a helpful and mature manner to small business CEOs and other entities
- Proven ability to be organized, detail oriented and accurate is essential
- Flexible with changing priorities, and ability to manage multiple tasks and a complex workload
- Strong analytical, written and oral communication skills are essential
- Ability to create, monitor, and maintain systems that enhance organizational efficiency
- Strong personal commitment to the goals of the program
- Experience in sales, marketing or project management is beneficial
- Proficiency in Microsoft Office Suite required

In addition to a passion for the work we do, candidates should have:

- A demonstrated capacity for teamwork as well as a flair for entrepreneurial innovation
- Ability to think beyond the task at hand and take initiative
- Willingness to challenge and be challenged, regardless of one’s position in the organization
- The maturity to work productively with a team

Please review our website www.iccapitalconnections.org for more information about our program

To apply: Please submit a cover letter and resume to hvassell@icic.org with the subject, Analyst. No calls please.