



Title:	Development Assoc., Corporate & Foundation Relations	Location:	Boston, MA
Date:	November 2018	Website:	http://icic.org
Salary:	Negotiable	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: Cultivate Small Business, 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 Development Associate for Corporate and Foundation Relations is responsible for managing a portfolio of corporate and foundation relationships and supporting business development across ICIC's enterprise. The role will be focused in two primary areas: identification and solicitation of new business opportunities, and maintenance and stewardship of existing corporate and foundation relationships. Specific responsibilities include managing and helping to craft a strategic development plan to cultivate and solicit support from foundations and corporate sources; helping to establish long-term partnerships; strengthening existing relationships; developing new contacts within major corporations and national foundations; drafting and submitting proposals and grant reports; managing a proposal and grant reporting calendar. This position reports to the Director of Development, and provides corporate and foundation portfolio support to others on the senior leadership team, including the President and COO and to the SVP/Director of Research.

Specific Duties and Responsibilities:

- Identify corporate and foundation prospects and conduct research to determine alignment, interest, and giving potential
- Develop, manage, and implement cultivation and solicitation strategies for new and existing corporate and foundation sponsorships and grants, including timely and accurate proposal writing and grant reporting
- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as recognition in publications for corporate and foundation sponsors and donors
- Maintain accuracy of donor tracking systems and database for corporate and foundation constituents
- Track and analyze results of ICIC's corporate and foundation fundraising on an ongoing basis, identifying areas for increased performance and devising strategies for improving results
- Work with staff and volunteers on corporate aspects of fundraising and other ICIC events
- Work closely with other members of the development team, the communications team, and other ICIC staff to ensure clear lines of communication and effective coordination
- Provide support to Executive team around corporate and foundation fundraising portfolios, including scheduling and follow-up on business development meetings
- Other corporate and foundation development responsibilities as needed

Qualifications Desired

The successful candidate is a detail-oriented, flexible self-starter with strong potential for growth, and has at least four years of work experience in the development field, with particular emphasis on corporate and foundation fundraising and grant writing. 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, with a Master's degree or more than five years of work experience preferred
- Four years of experience in nonprofit management, development, fundraising, or a related field, with demonstrated success in generating significant (6-figure) commitments from corporations and foundations preferred
- 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 November 19. Please submit a resume and the cover letter to Liz Pugh at icicresumes@gmail.com.