

Job Posting: Business Developer

The ICA Group, a nonprofit dedicated to advancing businesses and institutions that center worker voice, grow worker wealth, and build worker power, seeks a full-time Business Developer to develop, manage, and deliver on projects in the cooperative business sector.

The Business Developer will work with a team of consultants, analysts, and program staff. The work involves business consulting, research, development of tools, resources, and communications documents, and engaging in strategy to strengthen and grow the home care cooperative sector. This is a unique opportunity for an early- to mid-career professional to use and develop their consulting, business, and analytic skills for social good.

Once the pandemic ends, this position can be based out of the ICA Group's office in Boston or Northampton, Massachusetts, with the possibility of remote work within the United States for the appropriate candidate. Once the pandemic ends, this position requires traveling within the United States approximately 1-2 times per month.

About the ICA Group

The ICA Group is a leading expert on worker ownership and the oldest national organization dedicated to the development of worker cooperatives. We are a mission-driven nonprofit organized as a worker cooperative and are dedicated to bringing strategic analysis and industry-focused support to the worker ownership sector. Our business expertise is bolstered by a deep understanding of worker ownership and other worker-centered structures, and a commitment to serving low-wage workers and communities of color.

Key Responsibilities

Client Support (30%)

- Development of resources, tools and trainings to support the operations and growth of home care cooperatives.
- Provision of direct client technical assistance to operational home care cooperatives, home care cooperative start-up initiatives, and to traditional home care businesses considering or pursuing conversion to worker ownership:
 - strategic business plans
 - operational assessments
 - market assessments
 - communications materials

- management assistance
- financial viability and sustainability
- Building and maintaining strong, collaborative client relationships.

Communications and Outreach (30%)

- Development of program materials to support client and partner outreach, program promotion, and awareness of the cooperative model in home care.
- Preparation of white papers, op eds, articles and blogs to magnify ICA's home care work; work with ICA's communications team to integrate home care program into organizational platforms
- Identification and outreach to program partners and potential clients; building and maintaining relationships with key stakeholders

Home Care Cooperative Sector Development (30%)

- Conduct industry research, market research, and data analysis, including quantitative and qualitative surveys and interviews
- Support the development and coordination of sector-wide peer exchange and learning opportunities (webinars, conferences, etc.)
- Act as a content expert related to home care business- and industry-wide best practices

Organizational Development (10%)

- Identify and deliver insights from clients that will be broadly applicable to other areas of the ICA Group's work
- Contribute to the ICA Group's strategy and communications by developing consulting tools and resources, generating research from client work, and serving as a subject matter resource

Minimum Requirements

- Experience providing business technical assistance
- Ability to translate complex concepts and ideas into accessible, compelling narratives
- Outstanding interpersonal skills and a demonstrated ability to build client level relationships with diverse clients and stakeholders
- Strong diplomatic skills and judgment, ability to identify possibility and ask hard questions with respect and discretion

Additional Desired Capabilities

- 2+ years of relevant professional experience
- Professional experience in the home care industry and/or in marketing and sales, or business consulting

- Excellent analytical and quantitative skills
- Ability to work well under pressure and manage multiple concurrent projects and deadlines
- Demonstrated team orientation and ability to provide and accept feedback
- Demonstrated ability to build relationships with diverse clients and stakeholders
- Comfort working in a fast-paced and self-directed environment
- Personal and intellectual commitment to systemic economic change
- Excitement and interest in helping a growing organization scale effectively, and an
- enthusiastic interest in taking on new responsibilities and roles as this happens
- Spanish oral and written communication skills

Compensation and Benefits

The salary range for this position is \$62,000 to \$67,000. CA uses a salary scale and the specific salary within that range is determined by years of experience. The ICA Group provides a generous benefits package including 4 weeks of vacation, 12 paid holidays, 8 days of sick leave, and health insurance.

About Working at the ICA Group

The ICA Group is a rapidly growing nonprofit with 17 current staff members. 60% of staff have worked at ICA for 2 years or less. All staff members are expected to help build organizational capacity, processes, and culture. Approximately 60% of the ICA Group staff work in our offices in Northampton and Boston and 40% work remotely from east coast locations, though due to Covid-19 everyone is currently working from home. We utilize technology and virtual meetings on a daily basis, and prior to Covid-19, held quarterly in-person meetings at our Northampton office. Our staff enjoy highly satisfying work in a diverse and stimulating environment. We are committed to a workplace culture that supports work-life balance and flexibility for working parents and other caregivers.

At the ICA Group, we value diversity, equity, and inclusion. We believe that in order to build a new economy where working people lead and own democratic workplaces, leaders in cooperative development must reflect the communities they serve. We support equitable opportunities for all people and we strongly encourage candidates from diverse backgrounds, people of color, women, individuals from the LGBTQIAA+ community, and others who identify as a part of historically marginalized communities to apply for open positions at the ICA Group.

To Apply

Applications will be accepted on a rolling basis, however applicants are strongly encouraged to apply by December 31, 2020. To apply, please upload a resume and cover letter as a single PDF and a short writing sample and provide answers to the screening questions using the form on our website at: www.icagroup.org/careers