



INNOVATION PROGRAM MANAGER (for Economic & Small Business Development)

ASSOCIATION FOR ENTERPRISE OPPORTUNITY (AEO) is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 25 years, AEO and our 1,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

We are currently seeking an Innovation Program Manager who will drive our mission by researching, convening, and incubating innovative projects. The position reports to the Vice President of Innovation Engineering, and is responsible for planning, overseeing, and leading projects from ideation through completion. AEO's ideal candidate is someone who can work on a variety of cross-disciplinary projects, and is a go-getter and team-player. If you are an "intrapreneur," who is a great analytical and critical thinker, this position is for you.

Key Responsibilities

Key responsibilities for this position include performing market research as well as assembling and overseeing the work of multiple project cohorts in order to identify, develop, and launch scalable products and services (including capital and marketing solutions) aimed at the needs of underserved entrepreneurs. This work includes data analysis, visualizations, economic modeling, and general project support.

The ideal candidate will assist in generating programming ideas and developing those ideas into actionable project plans. Furthermore, the Innovation Program Manager must oversee such projects and provide analysis as needed to deliver a high quality work product.

Professional Experience/Qualifications

- Bachelor's Degree required; Master's Degree preferred.
- 3-5+ years of progressively responsible experience.
- Demonstrated track record of performance using market research, data analysis, and project management skills.
- Demonstrated familiarity with and commitment to AEO's mission.
- Education in economics, mathematics, social science, or related degree.
- Knowledge of non-profits, microbusiness, and small business lending.
- Proficient in Microsoft Office Suite, especially PowerPoint and Excel.

Core Competencies

- **Problem-solving mindset.** Candidate should be able to manage multiple projects and competing priorities. Candidate should also have strong analytical and critical thinking skills.
- **Proactive.** Candidate should be a “self-starter” who is able to work independently as well as with others.
- **Collaborative.** Candidate must be grounded in AEO’s organizational values of sharing information and working cooperatively. Candidate should value working in a cohesive team environment based on mutual respect, in which everyone works hard and relies on each other to pull it all together. The ideal candidate will have an appreciation for collective and collaborative impact.
- **Great motivator.** Candidate must possess poise, tact, and persuasiveness. The candidate should be able to confidently engage with staff at all levels and across multiple stakeholder groups. Candidate must motivate others to follow their lead by sharing points of view while listening and learning from others.
- **Diplomatic.** Candidate must have strong interpersonal skills and the ability to build relationships with stakeholders. He or she works well with members, understands their concerns, and realistically manages their expectations. The candidate must also be able to find common ground with people, manage processes seamlessly, and build consensus for workable solutions.
- **Flexible.** Candidate should be able to adjust to changing priorities and operate effectively in a fluid environment. He or she should be able to skillfully manage numerous daily commitments and competing priorities.

We Offer

- Competitive compensation based on experience, including retirement matching.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.
- Convenient location in downtown Washington, D. C.
- Onsite gym and rooftop patio.

TO APPLY

Interested applicants should send a cover letter and resume to careers@aeoworks.org. In your cover letter, please include: your unique qualifications for this position, your salary requirements, and how you learned of this vacancy.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.