

We are Hiring!

Join our team as a **Technical Analyst (Operations, Business Development)**

Position Overview

Acute Incite is a small but agile team supporting several clients in different sectors. We are seeking qualified applicants for a **Technical Analyst (Operations, Business Development)** to provide communications, knowledge management, research and writing, business development as well as administrative support. This is may be a full-time contract position that would support a diverse portfolio including both client-facing and internal work.

Job Description

- Support clients in designing and implementing adaptive management approaches
 - Developing learning-focused facilitation plans for meetings and retreats
 - Coordinating After-Action Reviews, Pause and Reflects, and other learning –focused meetings
 - Drafting and reviewing case studies
 - Developing and promoting adaptive management tools
 - Conduct desk reviews, summarize findings and recommend learnings and next steps
 - Support creation of facilitation aides on virtual platforms (e.g., Miro, Mural)
- Provide general operations support to include:
 - Supporting invoicing process, to include cross-checking documentation for accuracy, inputting into QuickBooks, and liaising with subcontractors/consultants.
 - Coordinating meetings and touchpoints with current and prospective clients.
 - Supporting regular project management reviews
 - Scheduling meetings with current and prospective clients and partners
- Provide business development support to include:
 - Conducting research on other companies' footprint on Acute Incite's service areas and raising awareness to relevant team members.
 - Supporting proposal development areas, including recruitment, writing relevant proposal sections, and coordinating efforts.
- Other duties as assigned.

Qualifications

Minimum Requirements:

- Bachelor's degree required (degrees in communications, international relations, business, or related studies preferred) or equivalent combination of education and work
- 2-3 years' experience providing technical support in above mentioned areas
- Ability to manage disparate tasks with significant autonomy.
- Demonstrated knowledge of MS Office applications
- Demonstrated resourcefulness in problem-solving and initiative to learn new skills
- Ability to work on multiple projects simultaneously and adapt to shifting priorities, demands, and timelines
- Demonstrated ability to communicate clearly and concisely orally and in writing
- Ability to establish and maintain strong relationships and work collaboratively with others
- Strong administrative skills, word processing abilities, and attention to detail

- Demonstrated ability to follow standard practices and procedures, receive general instruction and supervision, and make significant contribution to end results
- Strong virtual workstyle to include proactive communications.

Preferred Requirements:

- Proven ability to work independently in a fast-paced environment
- Demonstrated leadership, versatility and integrity
- A team player with the ability to learn quickly, with minimal guidance
- Superior organizational skills
- International experience

Physical Requirements

- Regular virtual attendance and availability during defined business hours are required

Acute Incite is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, sex, national origin, religion, pregnancy, disability, age, genetic information, military service, veteran status, ethnicity, citizenship, sexual orientation, gender identity, marital status, childbirth and related medical conditions, including lactation, or any other protected class under applicable law.

Application Instructions:

Please submit your CV to recruitment@acuteincite.com with the title of the position to which you are applying in the Subject line. No telephone inquiries, please. Finalists will be contacted.