



INNOVATION PORTFOLIO ASSOCIATE

(Fully remote; on-site or hybrid work is optional if located in Washington, DC)

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 30 years, AEO and our 2,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

AEO's Innovation Hub leverages AEO's core competencies for spurring innovation to create transformational change for a more robust and inclusive marketplace for underserved microbusinesses. Integral to the Innovation Hub are cohorts that bring together diverse market actors to foster collaboration to solve specific market challenges that contribute to systems-level change and benefit underserved entrepreneurs.

The Innovation Portfolio Associate is a member of the Innovation Hub team and supports the launch and growth of AEO's innovation engineering. The general responsibilities include leading pilot initiatives, process management, and writing concept papers for the Innovation Hub projects. The Innovation Portfolio Associate will serve as an integral member of the team and ensure that project lead with internal and external stakeholder, sharing and capturing information and knowledge integral to the success of the pilot projects. This position will also play a key role in standardizing and overseeing all processes for the Innovation Hub.

The Innovation Portfolio Associate will be a professional who takes initiative, enjoys streamlining of processes, and has a passion for program development and management. The successful candidate will demonstrate strong writing skills, the ability to effectively communicate with a range of stakeholders and have a proven track record of identifying and creating systems to improve efficiency and scale. The Innovation Portfolio Associate reports to the Director of Innovation Programs at AEO.

Key Responsibilities

Program Logistics and Coordination:

- Evaluate and monitor existing procedures for effectiveness, risk, and develop new standardized systems that increase productivity across the Innovation Hub.
- Ensure all project documents are maintained and recorded appropriately for each project, and own the organization of all Innovation Hub project folders across AEO's SharePoint Drive.

- Provide administrative support for scheduling, organizing meetings and events, collecting surveys, recruiting participants, and reviewing applications.

Portfolio Management:

- Support the execution and successful implementation of pilot projects from ideation to proof of concept with the goal of identifying, developing, and launching scalable products and services aimed at the needs of microbusinesses across the country.
- Assist in documenting and tracking projects risks and issues, establish mitigation plans, and take corrective actions as necessary
- Onboard and train cohort of relevant stakeholders with the support of the Director of Innovation Programs.
- Assess the landscape and perform field analysis to identify and evaluate trends and emerging themes related to portfolio initiatives.
- Contribute to research by assisting with data collection, analysis, and reporting.
- Support leadership efforts in bringing proven concepts to market.

Communications and Content Development:

- Write thought leadership pieces that highlight learnings, opportunities, and challenges observed in pilot programs across the Innovation Hub portfolio.
- Create initial draft of all external facing communications (emails, landing pages, grant/cohort applications) and collaborate with the Communications and Community Engagement team to ensure timely delivery.
- Work with the Communication and Community Engagement team to build and strengthen relationships AEO members, continuously seeking opportunities to leverage Innovation Pilots to engage and/or inform members, as appropriate.

Professional Experience/Qualifications

- Bachelor's Degree required and at least 3 years of professional experience.
- Demonstrated history of program and/or project management.
- Strong interpersonal and communication skills.
- Strong problem-solving and creative solution skills.
- Resourcefulness and the ability to take initiative and handle multiple projects in a fast-paced environment with frequent interruptions.
- Ability to establish and maintain effective relationships with a variety of stakeholders.
- Highly organized with strong attention to detail and ability to manage multiple tasks and deadlines.
- Ability to address and evaluate medium to complex issues/projects; ability to work independently and exercise judgement and initiative.
- Ability to coordinate multiple project calendars and organize meetings and/or special events.
- Competency in Microsoft applications including Word, Excel and Outlook.

We Offer

- Competitive compensation based on experience, including retirement matching
- Fully paid medical, dental, and vision coverage
- A collaborative and high-performing work environment

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.