



Associate

Chicago, Illinois

About P33

P33 is on a mission to drive inclusive, global tech leadership for Chicago. With an honest and realistic view of our city, P33 is fueled by a need to unlock the potential of the digital age to solve some of the toughest problems facing Chicago, such as equitable access to digital careers, talent retention, deep science commercialization and gaps in our growth stage startup ecosystem. P33 is co-chaired by Penny Pritzker, former Secretary of Commerce and Founder and Chairman of PSP Partners; Chris Gladwin, CEO and Co-founder of Ocident and Cleversafe; and Kelly Welsh, President of the Civic Committee of The Commercial Club of Chicago.

People, Purpose, Plans and Progress is the philosophy behind P33, with the vision that in 2033, a hundred years after the 1933 Chicago World's Fair (A Century of Progress), our city is again a global technology leader. P33 is a collaboration among hundreds of Chicagoland leaders working together to turbocharge Chicago's tech economy for all Chicagoans. P33 leverages Chicago's strength – its diverse economy, strong system of universities and research centers, and growing start-up ecosystem – to catalyze Chicago's tech economy into its next chapter.

We are building our team and are looking for highly motivated and enthusiastic students to join us as interns as we realize the dream of a more inclusive and thriving Chicago tech ecosystem. If you're passionate about improving Chicago and its technology community – join our team!

About the Role

The Associate will partner with multiple senior management within P33 to support programs targeting multiple aspects of Chicago's technology ecosystem including programs directed to growth stage companies and their technologies, IT and enterprise software, data and analytics, as well as programs across the P33 enterprise. This person will work closely with SVPs and P33's internal team to support product initiatives via primary and secondary research, presentation creation, stakeholder management, and input into the strategy. Our team is very collaborative, and we are looking for someone with strong problem solving, analytical, and communication skills who will be able to do the deep research necessary to support an array of initiatives. While supporting the learning of all team members with our development program, we recognize that each individual brings a unique set of skills to the role and responsibility is given rapidly based on ability and experience.

The Associate will have the following responsibilities:

Research and Analysis (50%)

- Data driven research into areas that are needed to develop and support P33 Platforms (Deep Tech, Growth Stage Companies, Data and Analytics, Workforce, and Communications) as well as specific products (initiatives created within the platforms)
- Research planning for primary research as needed as well as integration of research internally and externally as it relates to supporting P33 initiatives
- Mapping of Chicagoland research assets including faculty, innovative companies, connecting incubators, large industrial partners as they relate to specific platforms and products
- Mapping and updating of Chicagoland and national trends across platforms and products, including identification of national and local conferences and initiatives

Strategy and Communications (25%)

- Input and creation of strategies and tactics across platforms and products
- Communications of strategies internal and external to P33 including advisory board and stakeholder partners
- Development of plans and tactics to help move strategies forward based on understanding of the local and national space

Operational (25%)

- Maintain strategy materials including presentations, GANTT charts, and task lists updating as needed
- Create stakeholder management tracking materials and provide input into stakeholder strategy, iteratively refining documents as needed, and maintaining Salesforce to reflect updates
- Develop and support outreach strategy for stakeholders
- Formulate plans for implementation of recommendations
- Negotiate and overcome objections from stakeholders and various levels of management
- Ensure the work of the organization is coordinated and progresses efficiently

Key Qualifications

- Minimum 3+ years of industry, consulting, and/or venture experience
- Working knowledge of, and relationships with, the Chicago Business tech and innovation market, as well as other competitive markets
- Market analysis and research, ability to identify trends and drivers of specific markets, apply the knowledge to Chicago and our ecosystem
- Ability to engage in ambiguous problem solving and should possess the ability to function efficiently and independently in a fast-paced, rapidly changing environment
- Results-oriented team player with the ability to facilitate productive engagement across diverse players
- Excellent writing and presentation skills
- Bachelor's Degree but also considering MA, MBA, and other advanced degree

P33 utilizes the Microsoft Office Suite. All applicants must have a strong proficiency in this software

Equal Opportunity Employer

P33 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation to complete this application due to a disability, you may contact us at [hiring@P33.com](mailto: hiring@P33.com).