



JOB ANNOUNCEMENT

ASSOCIATE, ADMINISTRATION & OPERATIONS

Position Description

Invest Detroit is seeking a dynamic Associate of Administration & Operations. This newly created position will report to the Senior Vice President of Administration & Operations and will be an integral part of the team and the organization's mission to create equitable opportunity across the city of Detroit. We are in an exciting phase of growth and looking for a candidate who is a multi-tasker and exceptionally detail-oriented and organized to provide administrative and operational support across the organization. This is a key position in the Operations Team that will support a wide range of operational duties that improve the way we work and the impact we have on Detroit's revitalization. This is a great opportunity for a candidate looking to join and grow with an expanding, mission-driven team that prides itself on quality, accuracy, and a deep passion for our work and community.

Key Responsibilities

- Provide general human resources support as needed by the SVP, Administration and Operations. This may include, but is not limited to, managing the onboarding of new employees, connecting employees to our Professional Employer Organization (PEO) as needed, organizing staff trainings, etc.
- Assist the SVP, Administration and Operations in various organization-wide affairs such as staff surveys, meeting preparations, special occasion celebrations, team building events, etc.
- Assist the SVP, Administration with compliance management tasks which may include, but is not limited to, our CDFI Annual Certification Report, Annual Aerie Review, various license renewals, risk assessments, and other compliance preparations.
- Provide general office management support such as answering and transferring incoming phone calls, greeting office visitors, ordering supplies, scanning and filing, acting as primary contact for vendors, reviewing and submitting invoices for payment, assembling meeting materials.
- Provide general office management support such as file and document management, off-site storage management, purchasing and maintaining office equipment, communication with building management, and managing office relocation items.
- Draft, edit, and proofread internal and external communications.
- Other duties in support of the Invest Detroit team as assigned by the SVP, Administration & Operations.

Qualifications and Skills

- Relevant professional work experience, preferably in a similar position and particularly in the areas of office management, human resources, and Board governance
- Excellent writing, verbal communication, organizational and interpersonal skills are required
- Strong attention to detail is a must, proofreading experience a plus
- Strong organization and time management skills
- Enjoys the challenges of supporting an organization in a fast-paced office with diverse people and projects
- Proven ability to provide high-quality and responsive customer/client service
- Ability to maintain confidentiality and handle sensitive work in a discrete manner
- Ability to problem solve and engage with staff and third parties when issues arise
- Ability to manage multiple projects at one time
- Proficient in Microsoft Office applications (Outlook, Word, Excel, and Power Point) and Adobe Acrobat

- Experience with a CRM preferred and experience with Salesforce a plus

Salary range for Associate, Administration and Operations is \$45,000-60,000.

Working at Invest Detroit

Invest Detroit is a nonprofit lender, investor, and partner that supports business and real estate projects that will ignite economic growth. Our goal is to increase density and job opportunities in a way that is strategic and inclusive.

The Invest Detroit team is a hard-working, supportive group that is passionate about our mission and believes strongly in equitable opportunity, diversity, and respect. We believe that through partnership, tenacity, creativity, and drive, we can help to improve access to opportunity and an overall better quality of life for all Detroiters.

In addition to competitive salaries, we offer a suite of excellent benefits. Invest Detroit is an equal opportunity employer committed to diversity in the workplace. For more information on our benefits structure, please visit www.investdetroit.com/careers.

To Apply

Please forward your resume and cover letter, outlining how your skills and experience meet the qualifications of the position to Resume@investdetroit.com. Please include "Associate, Administration and Operations" in the subject line and indicate how you heard about this opportunity in the email.