



## **JOB ANNOUNCEMENT: Associate Director, Business Support Network**

The Associate Director, Business Support Network is a newly created position that will work to advance the goals of a recent partnership with the New Economy Initiative (NEI), a project of the Community Foundation for Southeast Michigan (CFSEM), to strengthen and build a support network for Wayne County small businesses (2 to 50 employees), primarily led by historically underserved individuals and teams (including immigrants, people of color and women). This work is done through a network of business support organizations that offer accessible and affordable capital, practical assistance, and trusted connections to the targeted small businesses.

Reporting to the Network Director, the Associate Director will play an integral and important role in strengthening the local small business ecosystem in a way that is equitable, inclusive, and impact driven. The Associate will lead much of the convening activities, data collection, and communications with the business support organizations who are focused on filling critical support gaps for underserved business owners. The Associate will also inform the grant fund created by the partnership by assisting the grant review process, communicating grant recommendations, and analyzing the performance of our ecosystem on an aggregated and disaggregated level. This is a unique opportunity to directly contribute to the survivability, success, and growth of our small businesses so vital to the well-being of our communities and neighborhoods.

### **About the Network Director Office**

The Network Director Office at Invest Detroit was created in partnership with NEI to provide a focused stewardship role for the Network. Working with the NEI Team, the Network Office's role is to ensure the network of support for underserved small businesses in the target geography is known, relevant, accessible, and easy to navigate for business owners and those assisting them. This will be achieved by:

1. Determining needs of the underserved small businesses in Wayne County
2. Assessing the gaps in the business support organizations able to address the needs
3. Identifying potential programs and organizations to fill the gaps
4. Providing resources to support organizations that are committed and able to address the needs of the Fund's target market.
5. Developing targeted outcomes, assessing participating organizations progress and effectiveness in achieving the outcomes

### **Key job responsibilities will include:**

- Reviewing and analyzing grantee performance metrics

- Communicating grantee performance results to grantees, NEI management and other stakeholders.
- Organizing and leading group convening sessions with various ecosystem stakeholders including, but not limited to business support organizations, government support organizations, small business lenders and small business owners.
- Working jointly with Michigan Community Resources and Neighborhood Business Initiative (NBI) co-leads to prepare and lead the NBI worktables.
- Assisting in reviewing grant proposals and writing grant proposal review documents
- Actively participating in various ecosystem events and providing written updates on the key activities in the ecosystem.
- Other tasks as assigned by the Director, Business Support Network

### **Performance Expectations:**

- Work collaboratively with others and demonstrate flexibility and poise in dealing with a diverse range of individuals and organizations
- Commitment to equity including utilization of creative tools to uplift BIPOC small businesses
- Build and manage individual and organizational relationships
- Successfully implement programs and projects as directed by supervisor
- Demonstrate strong leadership skills for the team and for ecosystem collaborators
- Continue to gain familiarity with federal, state, and local community development programs
- Consistently strive to meet goals as established during annual performance evaluation
- Remain flexible when job duties call for activities related to, but not specifically mentioned within this description

### **Qualifications and Skills:**

- 5 years or more work experience with business support organizations or advising small business owners
- Ability to build and maintain relationships with ecosystem partners
- Ability to communicate with and lead initiatives with ecosystem partners
- Passion for convening (in person and remote) diverse groups of stakeholders
- High level of organization and attention to detail
- High level of emotional intelligence
- Strong written and oral communications
- Distinct capability to create visual presentations and “story telling” narratives
- Proficiency in Microsoft Word, Excel and Powerpoint
- Willingness to learn new software and systems to develop, analyze and share key performance metrics

### **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](http://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](mailto:Resume@investdetroit.com). Please include "Associate Director, Business Support Network" in the subject line and indicate how you heard about this opportunity in the email.

Invest Detroit Foundation is an Equal Opportunity Employer. All interested candidates are encouraged to apply.