



JOB ANNOUNCEMENT: VICE PRESIDENT, TECHNOLOGY

Position Description

Invest Detroit is seeking a Vice President, Technology to help us reach a new level of efficiency and strength with our business management software and data analysis. Reporting to the Executive Vice President of Strategy & Programs, this newly created role will advance our data tracking and reporting processes and look for ways to improve efficiencies and better alignment with our technology platforms. This is a critical role in the future of Invest Detroit as we look to strengthen our business management systems to ensure we are meeting the needs of our community and better telling the story of our impact.

The VP, Technology will oversee multiple aspects of the organization's business management technology, including monitoring the current system and software solutions for efficiency and developing strategies for improvement. This will include but will not be limited to identifying, documenting, and communicating system and process changes necessary to improve system and operational performance measures. To do so, they will possess an in-depth knowledge of each line of business while contributing to the identification, analysis and recommendation of technical process improvement initiatives. They will also collaborate with fellow staff members to discuss any system problems that may arise and develop potential solutions.

The VP, Technology will also partner with colleagues to support operational improvement through statistical analysis of company data. They will ensure that the company's data is accurately collected, stored, managed, regularly cleaned, and analyzed while upholding and maintaining company's security standards. They will collaborate closely with team leaders to generate dashboards, reports, and analyze business trends.

The ideal candidate is a strong strategic and critical thinker who has experience building relationships across departments. They should have a background in overseeing business management software technology and share our team's passion for igniting equitable, economic growth in Detroit and the region.

About 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. We are a highly effective and hard-working team that values collaboration, inclusivity, partnership, commitment to our mission, and drive mixed with humor. As a rapidly growing organization we are looking for team members who can help bring new efficiencies, data-driven approaches, and work-related experience with technology.

To learn more about Invest Detroit, please visit www.investdetroit.com.

Key responsibilities related to technology systems oversight:

- Manage computing systems infrastructure to support business needs
- Make recommendations on all software and technology matters based on best practices
- Analyze, identify, and recommend business process and technology solutions for initiatives and programs
- Manage the ongoing enhancement of Salesforce including the building of additional programs within the system and engage with consultant on support related items



- Train team members on technology; including the drafting and updating of guides and training manuals
- Create and develop system map(s) and guides for major technology programs as needed
- Work with staff on electronic file organization and annual record retention cleanup
- Work with technology-related vendors or consultants on systems managements, project builds, systems solutions, and security
- Develop data entry protocols & standards
- Establish and document a system for checking the quality of data and conduct routine checks for quality and integrity
- Responsible for ensuring sound, consistent, and reliable data collection, management, and reporting on program/impact/investment/organizational data.
- Ensure all data is efficiently collected, safely stored, and appropriately managed.
- Design, run, and analyze reports from systems as needed for team members and external partners
- Ensures information and data is accessible to staff and provided in user-friendly formats to team and key audiences
- Provide accurate and reliable program and impact data when needed

The ideal candidate will have the following qualifications and background:

- Bachelor's Degree in Computer Science, Data Science, Business Administration, or Technology related degree
- A minimum of 7+ years' experience in data management, analysis or similar area
- Experience working with financial data and financial statement KPIs
- Experience with Salesforce required, system admin training a plus
- Knowledge of data warehouses and business intelligences solutions a plus
- Demonstrated knowledge of current best practices, techniques, and policies, in the field of technology systems for business operations
- Experience organizing and synthesizing data from multiple sources and stakeholders
- Strong attention to detail and data quality
- Demonstrates strong strategic, critical-thinking and problem-solving skills
- Efficient use of time and ability to manage multiple projects
- Ability to maintain confidentiality and handle sensitive work in a discrete manner
- Ability to translate complex problems clearly and in nontechnical terms
- Strong proficiency in Microsoft Office applications (Outlook, Word, Excel, and Power Point) and Adobe
- Excellent writing, verbal communication, organizational and interpersonal skills are required
- Willingness to be flexible and acknowledge that this role may evolve overtime as the organization grows

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 "VP, Technology" in the subject line and indicate how you heard about this opportunity in the email.

Invest Detroit offers a **competitive salary (\$95,000-\$125,000 for this position)** and benefits, commensurate with experience and skills. Invest Detroit is an equal opportunity employer committed to diversity in the workplace.