



JOB ANNOUNCEMENT

Program Manager, Motor City Contractor Fund

Small businesses, including construction contractors, are the key to Detroit's future, and Invest Detroit is committed to ensuring entrepreneurs of color thrive. The Motor City Contractor Fund (MCCF) is a collaborative effort between Community Development Financial Institutions (CDFIs), banks, foundations, and the public and private sectors to bring flexible and affordable lending to Detroit-based construction contractors. This initiative offers the necessary tools to support business growth for contractors to competitively bid and successfully complete demolition, rehabilitation, and new construction projects. The program offers accessible and affordable capital, practical technical assistance, and trusted connections for targeted contractors.

The Program Manager will be responsible for leading the general program including establishing a coordinated capital delivery process, operating a technical assistance program, and maintaining organized thorough communication with all stakeholders. This will include creating key performance metrics and long-haul objectives that will make the program more impactful.

About Invest Detroit

Invest Detroit is a mission-driven lender, investor, and partner working to ignite inclusive economic growth in underserved Detroit communities and across the region. A leading Detroit-based Community Development Financial Institution (CDFI), we bring 25+ years of experience acting as a catalyst for economic development and investment, providing critical gap financing through real estate development, commercial lending, and venture capital. We have deployed over \$491M to date.

Our 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.

For more information on Invest Detroit, please visit the [Invest Detroit website](#).

About the Position:

Reporting to The Executive Vice President, Lending, the Program Manager will play an integral role in strengthening the local contractor ecosystem in a way that is equitable, inclusive, and impact-driven. The Program Manager will convene MCCF partners, collect and analyze program data, and spearhead communications within the Motor City Contractor Fund ecosystem to drive innovative solutions that fill gaps for underserved contractors and provide opportunities for business growth. The Program Manager will be responsible for informing the

grantors, stakeholders, and ecosystem partners about the status of the program by analyzing the performance of the Motor City Contractor Fund on an aggregated and disaggregated level. The Program Manager will also be responsible for managing the technical assistance portion of the program to ensure contractors are receiving assistance and training in an organized fashion. This is a unique opportunity to directly contribute to the survivability, success, and growth of the contractors that are vital to the well-being of our community.

Responsibilities

The **Program Manager, Motor City Contractor Fund** will be responsible for the following:

- With the help of operational partners and vendors, operate a technical assistance program with an annual cohort schedule, that includes maintaining accountability protocols to best serve emerging, Detroit-based contractors
- Establish and oversee the coordination and overall delivery of capital to emerging Detroit-based contractors, by ensuring lender integration into a comprehensive organized process.
- Establish and facilitate regular updates focusing on reporting program progress including successes, setbacks, issues, concerns, and ideas to ensure a continuous, active dialogue with funders and community stakeholders
- Manage day-to-day operations of programs including various MCCF technology platforms ensuring operational integration and effective use to best serve emerging Detroit-based contractors while meeting collaborative impact objectives
- Communicate with Invest Detroit leadership on the state of the program, coordinating with various internal departments and external consultants as necessary to maintain the health and sustainability of the program.
- Directly supervise program technical assistance operators, working closely to integrate their specialized skills, to continuously improve contractor service delivery, and to aid in troubleshooting cohort engagement along with vendor and mentor performance challenges
- Assess the program annually to determine program operational needs and staffing adjustments necessary to achieve program goals inclusive of participation in hiring decisions, training, and other required performance improvement activities
- Research, develop, and sustain partnerships that can best service the current and future needs of the program along with supporting the emerging, contractor cohorts
- Collaborate with the grants administration team to manage the program's grantmaking, compliance, and funder reporting requirements
- Collaborate with the SVP, External Relations to promote the program to increase community awareness and support to deepen existing contractor engagement and create new avenues for outreach and recruitment
- Other tasks as assigned by Invest Detroit regarding the Motor City Contractor Fund.

Performance Expectations

- Work collaboratively with others and demonstrate flexibility and poise in dealing with a diverse range of individuals, businesses, and organizations.
- Understanding of and commitment to removing structural inequalities in the name of economic equity, including utilization and co-creation of innovative tools that uplift BIPOC contractors and provide pathways to growth.
- Build and manage individual and organizational relationships that drive toward

program impact.

- Successfully implement new and innovative program enhancements as directed by supervisor.
- Demonstrate strong leadership for the team and for ecosystem stakeholders.
- 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

- Five years or more work experience with entrepreneurship, contractors, CDFIs, small business lending, and/or advising small business owners preferred.
- Five years or more of program management or project management experience is required.
- Nuanced understanding of the opportunities for small business growth and scale in the Detroit region, including what makes technical assistance and funding programs effective.
- Strong ability to build and maintain trust and relationships with ecosystem partners.
- Ability to communicate with and lead initiatives with a variety of stakeholders.
- Passion for convening (in person and remote) diverse groups of stakeholders.
- Ability to work closely with third-party vendors to develop and operate a robust technical assistance model.
- High level of organization and attention to detail.
- High level of emotional intelligence.
- Leadership driven by humility and a human-centered design approach to improving the existing Motor City Contractor Fund.
- Comfort with experimentation, iteration, and building in ambiguity.
- Strong written and oral communications.
- Capability to create visual presentations and “storytelling” narratives.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Willingness to learn new software and systems to develop, analyze, and share key performance metrics.
- Strength in data analytics preferred.

Salary Range (Temporary Grant-Funded Position)

Invest Detroit offers a competitive salary (\$80,000 - \$96,000 for Program Manager, Motor City Contractor Fund) and benefits, commensurate with experience and skills. This is a grant-funded position, therefore employment status is contingent upon grant terms and funding for the MCCF program. Invest Detroit is an equal-opportunity employer committed to diversity in the workplace.

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 “Program Manager, Motor City Contractor Fund” in the subject line and indicate how you heard about this opportunity in the email.