



## **JOB ANNOUNCEMENT**

### **EXECUTIVE ASSISTANT, ID VENTURES**

At ID Ventures (IDV), you will be part of a team that's not just investing in startups but is deeply committed to enriching Michigan's entrepreneurial ecosystem. We offer the opportunity to work in a collaborative environment with the broader Invest Detroit team, contributing directly to the growth and success of high-impact companies. Our work is driven by a philosophy of support and mentorship, making every investment count towards a more inclusive and thriving Michigan economy. As we continue to expand our impact on the Michigan economy, we are looking for a dedicated Executive Assistant to support our dynamic team. Join us in our mission to empower Michigan's most innovative entrepreneurs and help shape the future of our economy.

#### **About ID Ventures**

IDV is a premier venture capital team dedicated to supporting the vibrant startup ecosystem in Michigan. With a rich history of fostering economic development, IDV is part of the larger Invest Detroit organization, managing multiple investment funds. Our efforts are underpinned by a commitment to inclusion, focusing on creating opportunities for women, minorities, and immigrants.

#### **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 \$593M 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:**

The Executive Assistant is a pivotal role, directly supporting the Executive Vice President (EVP) of Venture and coordinating the activities of an 8-10 person investment team. This role is essential for maintaining organizational efficiency, streamlining processes, and facilitating effective communication both internally and externally.

## Responsibilities

- **EVP Support:** Provide comprehensive administrative support, including email management, calendar oversight, and meeting orchestration.
- **Team Coordination:** Support the broader team's scheduling, meeting planning, and operational workflow to enhance collaboration.
- **Investment Process Coordination:** Manage documentation, schedule stakeholder meetings, and follow up to ensure a smooth investment process.
- **Data Management and Reporting:** Assist in maintaining CRM data accuracy and contributing to strategic decision-making reports.
- **Event and Logistics Management:** Lead the organization of team events, investor meetings, and portfolio gatherings, managing all logistical aspects.
- **Customer and Stakeholder Service:** Offer exceptional service, handling inquiries with professionalism and discretion.
- **Social Media Content Assistance:** Support the development and management of social media content to boost the team's visibility and engagement.

## Qualifications

- Minimum 4 years of administrative experience, preferably in a venture capital, startup, or financial environment.
- Excellent organizational and communication skills, with a proven ability to manage complex schedules and diverse teams.
- Proficiency in Microsoft Office suite, CRM platforms (e.g., Salesforce), and project management tools (e.g., Monday.com).
- Ability to work independently and collaboratively in a fast-paced setting, demonstrating flexibility, professionalism, and discretion.

## Salary Range

Invest Detroit offers a competitive salary (\$60,000 - \$75,000 for Executive Assistant, ID Ventures) and benefits, commensurate with experience and skills. 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](mailto:Resume@investdetroit.com). Please include "Executive Assistant, ID Ventures" in the subject line and indicate how you heard about this opportunity in the email.