



JOB ANNOUNCEMENT

Executive Assistant & Office Manager

Invest Detroit is seeking an organized, enthusiastic Executive Assistant and Office Manager. This newly created position will report to the Chief Operating Officer (“COO”). It will be an integral part of the Administration & Operations team (“Admin Ops 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 multi-tasker, exceptionally detail-oriented, and organized candidate to provide administrative support to the COO. This person will also manage Invest Detroit’s brand-new office environment at the state-of-the-art Jefferson Hub. This is a key position that will perform a wide range of administrative 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.

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 primary responsibilities for this position include, but are not limited to the following:

- Serve as the executive assistant to the Chief Operating Officer:
 - Calendar management and coordination
 - Monthly expense report reconciliation
 - Organize and maintain information as requested
 - Manage travel arrangements

- Oversee special projects, ensuring timelines and deliverables are met
- Assist with tasks pertinent to the teams managed by the COO including External Relations, Neighborhoods, Public Policy, Technology Systems, and Operations
- Manage the Office environment including but not limited to:
 - Ensure adequate inventory of all office and kitchen supplies by placing orders for materials and liaise with suppliers as needed.
 - Act as liaison between Invest Detroit and Jefferson Hub building manager as well as Renaissance Center building manager / master leaseholder.
 - Enforce and establish office procedures such as conference room use, clean-up protocols, etc.
 - Manage office vendors for services such as document shredding, food and beverage supply, cleaning, and more.
 - Track office expenses and budget. Process invoices related to those items.
 - Maintain office equipment and arrange for repairs or replacements when necessary.
 - Provide general office support, sort mail, greet guests and clients, respond to online and telephone inquiries, provide directions or information, and solve routine issues.
 - Ensure the office and kitchen environment is clean, organized, and safe.
- Perform other duties for teams managed by the COO:
 - Draft and/or edit correspondence and reports as requested.
 - Schedule recurring meetings including Operational Excellence, Admin Team, staff meetings, etc.
 - Organize and maintain information, compile data, prepare reports, and draft and/or edit correspondence.
 - Plan, organize, and host events, team-building activities, parties, and other social gatherings.
 - Collaborate with COO and SVP, Administration & Operations to maintain accurate information in Salesforce and Monday.com.
 - Maintain a baseline working knowledge of the Admin Ops Team's workflows, products, programs, priorities, and goals.

Qualifications

The ideal candidate will have the following qualifications and background:

- At least 5 years of relevant professional work experience, preferably in a similar position.
- Excellent writing, verbal communication, organizational, and interpersonal skills are required.
- Strong attention to detail is required, proofreading experience is a plus.
- Strong organization and time-management skills with the ability to manage multiple projects at one time and complex schedules.
- 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 discreetly handle sensitive work.
- Proficient in Microsoft Office applications (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.
- Possesses tact and diplomacy when responding to inquiries from various stakeholders.

Salary Range

Invest Detroit offers a competitive salary (\$60,000-\$75,000 for Executive Assistant & Office Manager) 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. Please include "Executive Assistant & Office Manager" in the subject line and indicate how you heard about this opportunity in the email.