

## Michigan Founders Fund Head of Connection/Member Network

### Job Description

November 2022

*Are you excited by Michigan's tech ecosystem and want to be part of building something new? Do you have a passion for tech entrepreneurship and creating unique experiences for founders? Join the MFF team!*

### **About Michigan Founders Fund**

Our vision is that Michigan is the most successful, inclusive, and community-minded startup ecosystem in the country. We work to drive density amongst founders, which, in turn, increases access to capital and talent. Michigan Founders Fund Members are high-growth entrepreneurs and venture capitalists who are committed to our values of connection, culture, and community and have made the Michigan Pledge (1% of equity, profit, or carry) to a Michigan-focused grantmaking fund to financially support impactful organizations across the state. To do this work, we design and implement founder-first programming to further relationship-building, startup advancement, and community impact, while coordinating statewide initiatives in talent development and ecosystem-building. Learn more at [MichiganFoundersFund.org](https://MichiganFoundersFund.org).

We are a small, but mighty team of leaders with various experience across the tech industry, social impact, and philanthropy. We are united by a passion for uplifting high-growth startup builders as a core economic driver for the future of Michigan.

### **Position Overview**

We are seeking an energetic individual who loves supporting and connecting innovative business builders and is passionate about advancing connection, culture, and community throughout Michigan's startup ecosystem. The Head of Connection/Member Network will be a critical and highly valued member of the team, working in collaboration with the Executive Director, Head of Community, and the MFF Member network. They will be involved in a variety of new and ongoing initiatives that further our mission.

Responsibilities will include (and are not limited to):

### **Member Network: Driving Growth, Engagement and Programming (55%)**

- Source, build relationships with, recruit and engage potential founder and VC Members across Michigan to 1) increase Member base by securing 1% MI Pledge commitments and 2) drive deeper, meaningful connections between

Members/groups of Members that lead to long-term founder and startup advancement

- Manage entire MFF pledge process, including CRM tracking and website updates
- Maintain relationships with existing Pledged Members and facilitate founder-to-founder connections
- Design, implement, and manage administration/logistics for Member and ecosystem monthly programming (estimated 1-2 programs virtual or in-person programs each month) based on network needs and interests (including some collaborative, impact-focused programming in partnership with the Head of Community)
- Lead Founders Retreat recruitment and selection process and collaborate with Executive Director to implement an estimated two Founders Retreats per year
- Support Executive Director and statewide collaboration in designing programming for annual Michigan Tech Week
- Participate in networking events, startup pitch competitions, and ecosystem activities across Michigan

### **Marketing and Communications (25%)**

- Manage, source and implement MFF's monthly newsletter, Member emails, and social media channels, with support from the MFF team
- Develop new ways to document and amplify founder stories within the MFF network and across Michigan

### **Operations and Data Management (10%)**

- Monitor, track and document actionable internal insights from program and event feedback/analytics
- Maintain, update, and improve MFF's CRM (Hubspot), with team support
- Maintain, update, and improve organizational processes and file management, with team support
- Track organizational and program-level KPIs and metrics and develop shareable reports

### **Innovation (10%)**

- Develop new initiatives, resources, opportunities, and more to further our mission

### **Skills and Attributes**

You are:

- Familiar with and passionate about tech entrepreneurship and working with high-growth founders and venture capitalists; for-profit business and sales experience is required
- Passionate about community building, great customer service, and creating a relational network of collaborators
- Able to communicate successfully with multiple internal and external stakeholders of all levels and establish strong relationships that lead to growth outcomes for entrepreneurs
- Adaptable and comfortable in a fast-paced, changing environment
- Proficient with a variety of software and back-end office systems
- A collaborative team player who embraces a no-task-is-too-small approach to your work
- Highly organized, detail oriented and results driven
- Proficient with project management best practices

You excel at and have experience:

- Strong foundational business acumen
- Building and maintaining networks
- Sourcing, nurturing and closing deals; managing a sales pipeline
- Designing and implementing all aspects of virtual and in-person events and programs
- Taking initiative
- Giving great internal and external customer service
- Managing projects through the full lifecycle of initiation to execution (and closure/reporting)
- Synthesizing large amounts of information to generate actionable insights and communicating key findings to various stakeholders
- Becoming proficient in software quickly, using project tools and back-end software
- Developing/documenting standard operating procedures that maximize organizational/team efficiency

You are likely to

- Be connected to Michigan's startup ecosystem
- Bring diverse experiences and perspectives to your work and are familiar with best practices in diversity, equity, inclusion, and belonging
- Be curious about social and cultural constructs and the factors needed to form sustainable economies

- Be energized by new ideas and new people
- Frequently participate in network and community building activities
- Enjoy learning and understanding new systems and processes
- Enjoy supporting the organization through back-end management
- Have 3+ years of professional experience

**Additional Details:**

The Head of Connection/Member Network is estimated to start work in January 2023. This is a flexible, full-time (40 hrs/week), remote-based position with the requirement to travel to work with team in Detroit, Ann Arbor, and other regions of MI as needed.

This position is salaried with full health insurance, 401(k), an annual travel and mental wellness stipend and generous PTO. Annual salary is estimated between \$80,000 - \$90,000, based on experience.

To apply for this role, submit your resume and respond to a short prompt online at [michiganfoundersfund.org](http://michiganfoundersfund.org). The interview process will include conversations with the current team and select board members, with the potential to meet with current members. Learn more about the MFF team and board [here](#).