

Michigan Founders Fund Event/Programs Coordinator

Job Description

April 2023

Are you excited by Michigan's startup 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.

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 Event/Programs Coordinator will be involved in a variety of new and ongoing initiatives that further our mission. They will specifically perform a variety of duties related to the coordination, development, and delivery of startup ecosystem events throughout the state of Michigan. Responsibilities will include (and are not limited to):

Position Type: Grant-funded (2 year term), full-time (40 hrs/week)

Events/Programming (55%)

Support Head of Connection to:

- Implement and manage administration/logistics for MFF Member (startup founders and VCs) and broader ecosystem monthly programming - estimated 1-2 programs virtual or

in-person each month including some collaborative, impact-focused programming in partnership with the Head of Community

- Implement and managed administration/logistics for founder meetups and other events centered around the Mobility sector
- Support administration/logistics of MFF Founders Retreat that takes place twice per year (two cohorts)
- Manages all assigned event communication and schedule coordination
- May be assigned to monitor/manage event budgets
- Participate in networking events, startup pitch competitions, and ecosystem activities across Michigan

Michigan Tech Week Annual Conference (30%)

Support Executive Director and MTW Lead Organizers (Midwest House) in managing the execution of the Michigan Tech Week annual Conference (3-5 days of consecutive programming). In this role, they will work directly with the MTW Board members, committee members, and other key stakeholders to develop content and programs for the conference; coordinate conference production, including budget and announcements, on-site management, and troubleshooting; serve as a liaison with attendees, speakers, and facility staff; travel to events on a regular basis; and perform other duties as assigned.

- Serves as a primary contact for assigned portions of conferences or other events
- Manages the communication and schedule coordination
- Participates in identifying, contacting and confirming program speakers, trainers, and moderators
- Serves as a liaison between the conference planning committee and speakers, trainers and moderators, providing information, training, and related services
- Negotiates keynote speaking fees, honorariums, benefits and vendor agreements
- May be assigned to develop and monitor budget for assigned event(s)
- Participates in conference committees; works collaboratively as a member of the committee for each assigned event; participates in the selection, coordination, planning and execution of sessions for assigned events
- Communicates a variety of information to all committee members
- Develops, coordinates and participates in marketing efforts and materials for assigned programs, including open calls for proposals, event registration, program/event announcements, mobile applications, and signage for assigned events
- Provides on-site quality customer service, troubleshooting, and public relations with attendees, speakers and moderators during meetings and workshops; may be required to assist with setting up, operating and troubleshooting audio visual equipment, software, and related programs while on-site; may be required to create scripts and slides; ensures programs stay on track, speakers are prepared, and sessions remain on schedule

- Coordinates and assists Michigan Founders Fund and Midwest House in chairing formal conference meetings; creates and coordinates agenda information and layout for each conference, including formal announcements; maintains and edits conference data in team-wide database
- Performs a variety of follow-up duties after an event; finalizes evaluation questions and conducts post-event evaluations including logistical details, program content and speaker effectiveness; prepares financial report and detailed event summary; sends thank you notes to speakers, moderators, planning committee, exec committee, etc.

Operations, Data Management, Reporting (15%)

- 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
- Ensure MFF meets target goals/outcomes for the grant-funded events/programs, develop shareable reports (adhering to grant requirements)

General

- Travels regularly to MI locations in the performance of duties.
- Works beyond typical 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
- Performs other duties as assigned.

Job Qualifications

Knowledge/Skills:

- 2-3 years professional experience in related-field
- Knowledge of effective event planning, including program content, timelines, milestones, deadlines, and logistics
- Familiarity with the structure, needs, issues and challenges of multi-day conferences and coalitions with multiple stakeholders
- Perform effectively both independently and as part of a team
- Apply project management techniques and best practices to event planning development, training development and related functions
- Apply marketing practices effectively
- Ability to provide effective customer service, in person, phone and in writing
- Ability to effectively communicate, orally and in writing

- Strong creative, analytical, persuasive and organizational skills
- Ability to manage time and prioritize work to meet deadlines
- Review, analyze and respond appropriately to problems, recommended program changes, and participant, vendor and speaker feedback; develop, implement and evaluation strategies to improve events
- Successfully develop, control and administer program budget and expenditures
- Sustain a positive, “can-do” attitude and commitment to customer service for both internal and external customers
- Respond immediately to changes, demands and workload in a positive and pleasant manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be self-supervising and independently follow through on necessary tasks.
- Perform duties with professionalism, both individually and as a member of a team
- Be flexible while performing multiple activities

Additional Details:

The Event/Programs Coordinator is estimated to start work in June 2023. This is a grant-funded position (2 years) that is full-time (40 hrs/week) and flexible/remote-based (within the state of MI) with the requirement to travel to work with team members in Detroit, Ann Arbor, and other regions of MI occasionally as needed.

This position is salaried with generous PTO. Annual salary is estimated at up to \$58,000, based on experience.

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