

Full-Time Position – Program Associate
GreenLight Fund Detroit



Application guidelines:

Seeking applications now through December 1, 2017. To apply, please submit a 1-page cover letter and 1-page resume as a single pdf attachment (filename: LastName_FirstName.pdf) via email to info@greenlightfund.org (subject line: "Detroit Program Associate"). *Please do not call for inquiries and not all applicants will receive a personal email response.*

GREENLIGHT FUND DETROIT -----

Who we are:

GreenLight Fund Detroit is one of six cities among the growing, national 501(c)(3) GreenLight Fund venture philanthropy network. Founded in 2004, the GreenLight Fund collectively reaches 60,000 children, youth, and families annually across the country.

What we do:

GreenLight Fund Detroit runs an annual process to identify critical gaps and programming needs pertaining to low-income children and families; choose and invest in an innovative, high-performing organization that has significant, proven social impact outcomes; and galvanize local and national support across sectors to achieve sustainability and scale.

Who is involved:

GreenLight Fund Detroit launched in early 2017 and has one full-time local Executive Director. An advisory council composed of community, industry, entrepreneurial, and philanthropic leaders provide guidance and support. GreenLight Fund's national office supports growth, operations, and portfolio management across a growing number of U.S. sites.

Learn more online: www.greenlightfund.org/detroit

PROGRAM ASSOCIATE -----

What we're looking for:

Seeking an entrepreneurial, organized, and research-focused Program Associate who works independently and has a passion for serving children and families in the city of Detroit. Must thrive in start-up culture, be energized to build value from the ground-up, learn quickly, and communicate well. Must bring personality and perspective to work on complex issues while also being a great teammate.

The Program Associate will lead and support a diverse array of activities, ranging from research and due diligence on key local issues and prospective portfolio organizations, to event management and strategic communications. This position will report to the Executive Director of GreenLight Fund Detroit, and work collaboratively across the GreenLight Fund national network of sites.

Responsibilities:

Research and Due Diligence

- Research current, relevant Detroit issues and priorities among low-income families
- Perform local landscape analysis including primary and secondary research, meetings with local residents and service providers, and data evaluation
- Conduct due diligence on prospective 501(c)(3) portfolio organizations, including financial analysis, performance appraisals, and outcome measurements
- Record, synthesize, and produce reports and briefs based on analysis
- Conduct broad research on field trends and national context
- Create internal management, data, and reporting systems based on national program models

Communications and Fundraising

- Lead planning and execution of portfolio organization sponsorship events
- Support stakeholder outreach, donor cultivation, and engagement
- Create, maintain, and disseminate communications across platforms and channels
- Maintain Salesforce database
- Assist in writing grant proposals and requests

Operations and Administration

- Prepare agenda and presentation materials for advisory council meetings
- Establish local office and related operations
- Work across national sites to identify effective internal practices to implement locally
- Assist with scheduling and follow-up of key meetings and site visits

Culture and More

- Share additional talents and input for continuous improvement
- Help create norms, standards, and brand locally
- Identify other personal growth areas to integrate with the role
- Bring joy to your work and the team!

Qualifications include:

Bachelor's degree or working towards a degree in a relevant field, including 2-3 years of experience in program management. Must have a deep commitment to understanding issues faced by residents in low-income, urban communities. Excellent research, writing, and organizational skills are mandatory.

Additional:

This is a full-time, permanent position based in Detroit, Michigan. A compensation package including base salary and full benefits is available.

The GreenLight Fund is an equal opportunity employer. People of color and Detroit residents are encouraged to apply.