



Capital Strategist

About the Organization

TechTown is Detroit's entrepreneurship hub. We empower Detroit-based startups and local businesses by providing resources, collaborative workspace and education for entrepreneurs that will further accelerate inclusive economic development across Detroit.

About the Opportunity

The Capital Strategist is a full-time role within the Programs team of TechTown Detroit. Reporting to the Small Business Services Director, this position is primarily responsible for providing one-on-one coaching to build core business acumen and improve cash flow management to small businesses who are engaged as loan clients (borrowers), as part of our partnership with a local Community Development Financial Institution (CDFI). The individual in this role will also serve as a key member of TechTown's Small Business Services team to support the capital access needs of TechTown Small Business clients. This is high-functioning, fast-paced, and results-driven role – a high level of autonomy, organization, responsibility, and financial expertise is required for success in the Capital Strategist position.

The Impact You Will Make:

- Serve as an active member of the Small Business Services team by contributing to team meetings, regularly collaborating with teammates, and supporting program-related tasks, as assigned by the Small Business Services Director
- Manage a portfolio of small business borrowers in a highly collaborative role with our partner CDFI to move businesses from volatility to stability and sustainability
- Assess business strengths and weaknesses in areas of finance, operations, and marketing; lead borrower through milestone-based coaching, leveraging TechTown methodology and resources, such as the Professional Services Network (PSN)
- Provide weekly one-on-one consultations (Strategy Sessions) to support entrepreneurs seeking access to capital in SE MI through providing referrals to CDFI, banking partners, and connecting to relevant resources
- Represent the organization in external engagements (partner meetings, community partner and resource fair events) and maintain relationships with key regional entrepreneurial ecosystem partners, including CDFIs, community development and business service organizations
- Highest level of personal integrity to inspire confidence, respect, and trust
- Results-oriented capability, high energy, and ability to quickly establish credibility with TechTown team members, clients, and stakeholders
- Professional experience in building and cultivating meaningful relationships with individuals from diverse cultural, social, economic, and ethnic backgrounds

What You Will Bring to the Table:

- 3+ years' experience in creating business projections and financial modeling
- 3+ years' experience in micro/small business financial management or accounting
- 3+ years' experience in analyzing key financial performance indicators for micro/small businesses
- Experience in preparing entrepreneurs to access capital for the first time and/or more complex financial packages (either through personal, or coaching/consulting experience)
- Experience in assisting entrepreneurs in successfully managing debt and cash flow (either through personal, or coaching/consulting experience)
- 2+ years' project management experience
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, and Power Point) and Google Docs
- Ability to work in a systems environment, with willingness to learn and use new software and systems as required; experience with a CRM preferred
- Use of a personal vehicle and ability to drive; frequent travel between clients, colleagues, and partners in various neighborhoods throughout the city is required. (Mileage reimbursement offered).
- A valid driver's license and proof of insurance.

Would be nice to have:

- Bilingual – fluent in reading, writing, and speaking either Spanish or Arabic.

To Apply:

This is a full-time position. To apply please send a resume and cover letter to Careers@TechTownDetroit.org with the job title in the subject line.

Salary:

The budgeted salary range for this position starts at \$60,000 and may be adjusted according to qualifications and experience.

The Perks:

TechTown offers generous health and dental plans as well as vision, life insurance, short-term disability, a 401(k) plan, and a team member assistance program. Full-time team members also receive:

- 5 Weeks of Paid Time Off per year
- 22 paid holidays (including 2 weeks in December and 1 week in July)
- 12 Paid Mental Health Days per year (one per month)
- Retirement Plan with employer matching up to 6%.
- 100% TechTown paid Life, STD, and LTD benefits
- \$2500 Professional Development Stipend
- Wellness Inspired Workplace with a Wellness Program and onsite Wellness Room
- Paid Parental Leave

- Creativity and innovation supported and encouraged by leadership
- Fulfillment and the knowledge of having made an impact in Detroit's economic growth

Work Arrangements:

Most TechTown team members (including this position) are assigned to work remotely at this time and for the foreseeable future (with occasional in-person collaborative meetings required).

Vaccination Requirement:

TechTown has instituted a COVID-19 Vaccination Policy that requires all team members to be fully vaccinated or have an approved vaccination waiver on file with human resources and undergo weekly testing.

TechTown Detroit is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.