

Downtown Detroit Partnership is Hiring!

Are you an accommodating and team-oriented individual who enjoys a variety filled environment? Are you analytical, a good communicator as well as quality driven & attentive to details? Then we have the ideal position for an exciting and talented person like you!

We are looking for an Executive Assistant to join our team. The mission of Downtown Detroit Partnership is **to cultivate economic and social impact in Downtown Detroit** by connecting public, private and philanthropic sectors, providing stewardship of public spaces, and developing programs that engage and benefit all.

Position Overview

The Executive Assistant provides executive support in a one-on-one working relationship with the Chief Community Impact Officer and BIZ Director, while supporting other areas of the BIZ organization in an administrative capacity. The Executive Assistant is self-motivated, professional and capable of managing their workload and prioritizing tasks, handling confidential matters with discretion and adapting to a wide variety of competing demands and activities. Additional high-level responsibility focuses on supporting the preparation of reporting materials for the BIZ Board of Directors and BIZ Stakeholders. The wider BIZ organizational support is focused on budget tracking, vendor contracts and vendor records.

Essential Duties and Responsibilities

1. **Executive Support:** Completes a variety of administrative tasks for the Officer/Director including managing an active calendar of appointments; composing and preparing correspondences; communicating directly, and on behalf of the Officer/Director to staff, board members, stakeholders etc.
2. **BIZ Board and Stakeholder Support:** Support Chief Community Impact Officer/BIZ Director with preparation of meetings, materials, reports, presentations and other communications to DDP and BIZ board of directors, BIZ Members, Downtown partners, team members, stakeholders and related activities.
3. **Budget Tracking and Vendor Contracts:** Focused specifically on the BIZ and activities led by members of the BIZ Team and developing and sharing best practices for the organization.
 - a. Assist with and maintain contract and budget management systems (Salesforce, Sage, etc), working closely with Accounting Team.
 - b. Create and support procurement processes that offer transparency and provide opportunities to a diverse and qualified Vendor pool.
 - c. Ensure that requests for proposals, proposals, and contracts are entered into databases, continually updated and securely maintained.
 - d. Document and maintain standards for contract management including presentation and tracking of budget, payment terms, insurance requirements, renewal dates and terms, deliverables, etc.
 - e. Review invoices to ensure contract compliance and timely payments to vendors
 - f. Work with the Accounting Team to enhance current system(s) to track receivables.
 - g. Work with DDP team members to develop systems to compile and maintain vendor records and profiles and track and report contracts, including but not limited to Salesforce efforts.

4. **Operational Support:** Contribute to operational and programmatic strategies for DDP and the BIZ.

Qualifications and Core Competencies

- Associate degree in a related field and a minimum of 5 years of experience in administrative and executive support or a combination of education and/or experience.
- Proficiency in Microsoft Office and Salesforce, with the ability to learn future programs and software when needed.
- Strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Ability to handle confidential information with good judgement and discretion.
- Capacity for adaptability, collaboration and delegation of duties when required.
- Exceptional interpersonal skills and professional demeanor.
- Strong organizational, project management and problem-solving skills.
- Knowledge of basic accounting practices.
- Ability to develop and maintain effective tracking and analysis procedures.
- Experience in an office and contract management role with exposure to municipal and nonprofit environments.
- Ability to gain an understanding of DDP and BIZ business operations and accounting process.
- Willingness to demonstrate commitment to DDP's mission, vision, and core values.

Interested and qualified candidates can apply by sending a resume and cover letter to ddpcareers@downtwondetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees: medical, dental, vision, basic life, long-term disability, flexible spending account, pet insurance, and other voluntary benefits. We offer generous paid time off and holiday benefits.

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status or any other characteristic protected by law.