



Project Management & Community Engagement Associate

Are you excited by tech entrepreneurship and want to be part of building something new? Do you have a passion for community service and social impact and know how to translate this into unique experiences for business leaders?

Organization Overview

The Ann Arbor Area Community Foundation (AAACF) is a collegial and energetic organization that is dedicated to creating positive community change in Washtenaw County. Founded in 1963, AAACF is the seventh largest among the 65 community foundations in Michigan. At present, AAACF administers over 550 charitable funds – most of which are permanently endowed – and assets of \$150 million. AAACF is staffed by 14 employees who work to fulfill the organization’s philanthropic mission. To learn more, visit www.aaacf.org. AAACF is an equal opportunity employer.

Job Overview

The [Ann Arbor Entrepreneurs Fund](#) (A2EF) is seeking an energetic, community builder who is excited about developing and communicating new experiences and opportunities to our local entrepreneurial ecosystem. A2EF is a network of entrepreneurs and investors in Washtenaw County who have pledged 1% of company equity, investment carry or annual profits to be allocated to impactful local nonprofits in support of the community. As an initiative led from the [Ann Arbor Area Community Foundation](#), it provides a platform for founder engagement and support in achieving success with their ventures and a simple mechanism for young companies to build a culture of giving back into their business, making it easy for them to support their community.

Internship: Part-time, flexible, minimum 20 hours and 3 days/week

Timeframe: October 2020 – December 2020 (possibility for extension)

Hourly rate: \$20/hour

Reporting Relationship

The project management & community engagement associate will report directly to the Director of A2EF and may work collaboratively with other AAACF staff on specific A2EF activities.

Duties

Working directly with the Director of A2EF, you will be involved in a variety of new and ongoing initiatives for the local entrepreneurial community. Responsibilities will include (and are not limited to):

Marketing/Comms

- Create content and communications plans
- Create and curate content for e-newsletter
- Create and manage targeted communications to leads/prospects
- Manage social media channels

Event Management

- Support monthly virtual and in-person event planning
- Assist in designing program strategy and discussion topics, ensuring a cohesive experience for A2EF members and supporters
- Identify and book guest storytellers / founders / community leaders
- Create and distribute communications to promote and secure attendance at events
- Monitor and track feedback and post-event analytics/insights

Project/Program Management

A. A2EF Retreat

- Support planning and execution of annual Founders Retreat (will involve coordination with multiple vendors, offsite and onsite logistics, coordination of application process and selection, etc.)

B. Students + Tech DEI Internship

- Support the planning and execution of upcoming DEI Internship Program
- Attend and support weekly project planning calls with program partners
- Coordinate with external community organizations, educational institutions and participating startups/VCs
- Support internship application process and selection
- Act as liaison to participating companies
- Serve as a program resource to candidates/interns

Education / Applicable Studies

- Business (marketing or entrepreneurship focus)
- Communications
- Project Management
- Graphic Design
- Event Planning
- Economics
- Sociology
- Sustainability
- Data Science

Desired Skills and Qualifications

- A collaborative team player who embraces a no task is too small approach to your work
- Confident in building new relationships
- Able to communicate successfully with multiple internal and external stakeholders
- A self-starter who thrives in a fast-paced and changing environment
- Highly organized and detail oriented
- Interested in how businesses can do well by doing good

You excel at:

- Taking initiative
- Community building
- Organization + the details
- Engaging audiences in a digital space
- Using strong research skills and data to inform and support decisions
- Use of marketing tools and software such as: Adobe Creative Suite, Eventbrite, HubSpot, Mailchimp and Asana
- Writing + designing marketing/promotional collateral
- Interpreting data, graphs and figures
- Synthesizing large amounts of information to generate actionable insights
- Communicating key findings to various stakeholders
- Some professional work experience with a startup or innovation team within a large organization
- Familiarity with marketing and project management best practices
- Familiarity and interest in startups, the venture capital industry, entrepreneurship and social enterprises
- Curiosity about social constructs and the factors needed to form sustainable communities
- Actively participate in different community/non-profit service events
- Open to learning and understanding new systems/processes and software

To Apply for This Position

Please email a cover letter and resume to info@a2ef.org. The cover letter should be addressed to Trista Van Tine, A2EF Director. You may also direct questions about this job opening to info@a2ef.org (no phone calls, please). This position will remain posted until it is filled.