



Detroit Children's Fund (DCF) believes that all children, no matter their circumstances, have the innate talent to learn, grow, and succeed in life. Detroit is undergoing an exciting renaissance, but our city's turnaround will not be fully realized until all its children have access to an excellent school. For more information, visit www.detroitchildrensfund.org.

DCF is looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience. You'll be right at home here if you are passionate about your work and push yourself and the people around you to the next level.

Are you someone or do you know someone who LOVES supporting others?

As an ***Achievement Coordinator (AC)*** you will play a critical role in identifying trends, needs, and opportunities that support and guide the direction of our programs and projects. In this role the day-to-day work shifts and is heavily based on stage of the Achievement Team's engagements, projects and programs. There's not a single typical "day in the life," which keeps things fresh.

We are looking for a team member who will:

Multi-task effectively. You are a natural prioritizer, enjoy learning new things, and work well under pressure in a fast-paced environment.

Be a self-starter and a natural problem-solver. You can quickly identify challenges, analyze the root causes, and propose creative solutions. You anticipate what your co-workers need and act on your ideas, helping DCF's leadership focus on their most important work.

Communicate thoughtfully. Your writing is clean and simple. You always consider your audience and use superb judgment, whether sending a quick email response or drafting a message for a large group.

Sweat the details. You are very organized and are good at staying on top of things others may miss. You will be tasked with helping multiple leaders on multiple projects.

Build strong relationships. You take a customer service approach when supporting senior leaders. You'll interact with leadership and must build strong relationships while providing a high level of support.

CORE RESPONSIBILITIES

- Calendar management for Achievement team.
- Scheduling meetings and conference calls, gathering and sharing appropriate background/preparatory material.
- Structuring schedule of DCF Partner and reconciling day-to-day tasks with emerging priorities.
- Scheduling travel and coordinating arrangements.
- Completing expense reports and vendor invoices on behalf of executives.

- Collaborating with staff to plan and execute logistics for in-person and virtual events including division and team meetings, retreats, and professional development opportunities.
- Communicating regularly via email and phone with a variety of stakeholders
- Taking meeting notes and sharing next steps with collaborators as needed.
- Use your analytic expertise to guide teams to set goals, create plans, collect data, and determine metrics for projects' success.
- Design, launch and analyze surveys teachers, administrators, and students.
- Use a data system to collect and analyze quality data and develop data presentations.
- Advise Achievement Team on effective data collection strategies.
- You value the power of diversity, advocate for equity/antiracism, aspire to lead through inclusion.
- A passion for learning and getting better at the work.
- Superlative attention to detail.
- An ability to develop and deliver crisp, clean messages. Whether in writing or on the phone, your communications are clear, articulate, and concise.
- Build relationships. You'll regularly partner with internal and external clients. You have an ability to connect and build relationships with diverse communities.
- K-12 experience with school-based data analysis experience (preferred).
- 3-5 years of experience providing administrative support for executives and senior leaders (preferred).
- Technology support for in person and virtual meetings and events.
- Managing and creating basic marketing materials and social media.
- Assist in the creation/management of organizational storytelling.
- Proficient in Microsoft Office skills and aptitude to quickly learn web-based software applications for expenses, invoices, and internal knowledge management.
- The ability to work effectively with others and display a high level of professionalism.

WHAT WE OFFER

DCF offers competitive pay commensurate with experience in a similar position with the potential for an annual performance-based bonus. The salary range for this position is \$65,000-80,000. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work every day. DCF may offer a relocation stipend to defray the cost of moving for this role, if applicable.

HOW TO APPLY

We recommend including a cover letter in your application addressing why you are interested in DCF and how your experience has prepared you for this position. The priority application deadline for this position is **Friday, June 24, 2022**. After that date, applications will be considered on a rolling basis. It is in your best interest to apply as soon as possible.

Please submit your materials to our email: hr@detroitchildrensfund.org.

Detroit Children's Fund is an Equal Employment Opportunity Employer