

## **Job Description**

Title: Office/Operations Manager  
Reports to: CEO  
Date: June 1, 2018

### **Michigan Israel Business Accelerator**

The Michigan Israel Business Accelerator (MIBA) is a non-profit organization whose mission is focused on the stewardship and growth of the bi-lateral Michigan–Israel economic and business relationships. MIBA functions as the central repository of information regarding all the points of economic and business connection between Michigan and Israel and serve as the primary catalyst to leverage highest value from such relationships.

### **Job Summary**

With the expansion of MIBA and its focus on innovation ecosystems in Michigan and Israel (e.g. relationships between investors, start ups, universities, governmental organizations, etc.), our organization is in need of a strong office/operations manager to establish and oversee day-to-day activities for our team. The manager will support the CEO in maintaining the operational schedule of the organization and managing the office, located in downtown Detroit.

### **Responsibilities**

The primary activities will include:

- Manage calendars and schedules for the CEO and team.
- Oversee day-to-day operational activities such as interactions with facilities management, visitors, banking, accountants, etc.
- Manage financial entries using Quickbooks.
- Work with the CEO to develop board presentations and organize board meetings.
- Draft letters, emails, and brochures for a variety of stakeholders.
- Coordinate events and off-site meetings.
- Make travel arrangements and manage expenses for the CEO, team, and visiting delegations.
- Communicate with top business executives and governmental leaders in person, by phone, and email.
- Pitch in where needed to ensure the overall organization's goals and objectives are met.

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### **Skills and experience**

- Strong communication skills: writing, speaking, developing presentations
- Must be comfortable working in a dynamic, fast-paced environment without the need for a lot of direction/oversight.
- Must be proactive and have the ability to maximize time at work.
- Ability to effectively collaborate with diverse stakeholders.
- Attention to detail; strong focus and follow through to self-edit work.
- A “whatever it takes” attitude opposed to “that’s not my job” outlook.
- Ability to manage tight deadlines and turnaround times.
- Experience using QuickBooks.
- Prior experience in an Office Manager role.
- Bachelor’s degree preferred.

## **Job Description**

Title: Business Intelligence Analyst (BIA)

Reports to: CEO

Date: June 1, 2018

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### **Job Summary**

MIBA is looking to hire a Business Information Analysts to support the develop of a newly formed database mapping the entrepreneurial ecosystem by populating the database of start-ups, funding sources, support networks, etc that make up that ecosystem. Once the platform has been developed, the Business Intelligence Analysts will be tasked with keeping the information fresh and adding information regarding transactions/deals within the ecosystem.

The primary activities of the BIA will include:

- Identifying participants in the entrepreneurial ecosystem, including (but not limited to):
  - Entrepreneurs
  - Start-ups
  - Funded technology companies
  - Venture Capitalists
  - Economic Development Organizations
  - Incubators/Accelerators
  - etc
- Developing relationships with ecosystem participants
- Initial population of the Michigan Finder Network database
- Ensuring every profile in the database is updated every 180 days
- Staying connected to the entrepreneurial ecosystem to identify, document and validate changes, including:
  - Funding events
  - Mergers or acquisitions
  - Closings
  - etc

### **Skills and experience**

- Strong communication/presentation skills and leadership abilities
- Ability to speak comfortably to clients/prospects as an authority on the business and the category
- Excellent writing and speaking skills
- Detail-oriented with strong analytical skills
- Strong interest in start-ups, venture capital, and entrepreneurship programs
- 4+ years' experience in tech related-position.
- Ability to demonstrate industry domain knowledge (advantageous)
- Bachelor's degree
- SQL experience
- Background in technology

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