



# MCN

Michigan Capital Network  
Association

Executive  
Vice  
President



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# JOB DESCRIPTION

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**Position Title:** Executive Vice-President

**Reports to:** CEO and Board of Directors

**Reporting to this Position:** Affiliate Directors, Shared staff position

**Collaborators:** MCN Ventures CEO and staff

**Location:** Detroit or Grand Rapids metropolitan areas

## SUMMARY

The Executive Vice-President reports to the President of the Michigan Capital Network Association (MCN) and, in partnership with the Board, is responsible for the success of the MCN Angel Network through growing, educating, and diversifying a state-wide network of early-stage investors.

Together, the President, Executive Vice-President and the Board will assure the execution of MCN's mission to achieve its vision and fulfill its purpose. The Vice-President will collaborate closely with the staff of MCN Ventures to provide early-stage investment opportunities to members and funding to companies in the Great Lakes region, particularly Michigan.

The President and the Board delegates responsibility for management and day-to-day operations to the Executive Vice-President, and the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board.

## CONTEXT

MCN has an ambitious vision being launched from the success of Grand Angels. Figuring out how to achieve this vision is a work-in-progress. The successful candidate will need to employ flexibility, experiment, make decisions in the face of imperfect or incomplete information, evaluate and adapt.

Much like a startup, the budget is initially quite lean and the staff small. The Vice-President will need to have their hands in the clay alongside the staff and collaborators. Business development skills and the ability to effectively use a network will be crucial to success. In short, someone with entrepreneurial skills and mindset will thrive in this position.

# RESPONSIBILITIES

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## INSPIRE

### Members

- Grow the network.
  - For greater impact and financial sustainability.
  - Marketing - outsourced or executed, or a combo.
  - Digital advertising - for member growth.
  - Build relationships with underrepresented communities.
- Ensure the delivery of the value proposition of membership through Affiliate Directors.
  - Enjoyable meetings (virtual now, physical or hybrid soon).
  - Education.
  - New member onboarding.
  - Member networking.
  - Emerging investor mentorship.
  - Access to early-stage investment opportunities.
- Communicate regularly with members.
  - Timely, informative, useful.
  - Upcoming events, company updates.
  - Relevant national news & trends.

### Staff

- Manage the Affiliate Directors.
  - Recruit, train, evaluate, hire/fire, encourage, and guide Affiliate Directors.
  - Create and maintain AD job description and playbook.
  - Expectations, training, evaluation for local sponsorships.
- Manage member relations through Affiliate Directors.
  - Recruiting & retention
  - Relational knowledge (interests, skills, goals, networks)
  - Connecting (introductions, company help, opportunities)
  - Meeting logistics (space, refreshments, facilitation, greeting, etc).

### Community

- Public relations.
  - Media relations, press releases, interviews.
- Investment community.
  - Represent MCN in the Michigan investment community (e.g. MVCA, pitch events, conferences, business plan competitions, etc.)
  - Build strong working relationships with trusted investment partners (e.g. Invest Michigan, Michigan Rise)
- Sponsors
  - Identify and recruit statewide sponsorships (e.g. WNJ, TCF Bank).
  - Appreciate, recognize, connect members to achieve renewals.
  - Tap for expertise (deals, members, education events).

# RESPONSIBILITIES

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## CREATE

- Ensure the purpose of MCN is fulfilled.
  - Grow, educate, and diversify our early-stage investor base.
- Coordinate with MCN Ventures CEO and staff to deliver member benefits.
  - Overlapping member benefits around investments.
  - Organization service provision costs, negotiation, and coordination.
  - Reporting and investment tracking.
  - SPEs and deal execution.
- Maintain an early-stage investor curriculum.
  - Topics and curated or created content.
  - Develop annual schedule of evergreen content.
  - Recruit SMEs for presentation; maintain quality control (with Affiliate Directors).
  - Coordinate delivery with Affiliate Directors through regular meetings and special events.
- Finances.
  - Create, own, maintain, track, report, and satisfy annual budget.
  - Prepare and present basic financial reports to the board.

## ADAPT

- Develop a sustainable financial model for the Association.
  - Revenue sources.
  - Affiliate contracts.
  - Membership fees and benefits.
- Extend our offering and adapt operations.
  - To changing member interests.
  - To new opportunities & community needs.
  - In response to competitive challenges.
  - For special circumstances (e.g. pandemic).
- Success for a diverse range of affiliates.
  - Organic startups in new cities.
  - Maintenance of existing affiliates.
  - Mergers with existing angel groups.

# QUALIFICATIONS

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## MUST - HAVE

1. Strong personal commitment to MCN purpose
2. Ability to effectively communicate our value prop and purpose (open to quick learners)
3. Ability to plan and take initiative
4. Ability to prioritize and self-manage
5. Adaptable and flexible
6. Generalist mindset and skills (leader, manager, do-er)
7. Angel or venture capital investment experience or knowledge
8. Board relations & reporting experience
9. Managing a distributed team
10. Speaking, networking, and writing to represent MCN statewide
11. Experience in developing and managing to a budget
12. Basic financial statement literacy

## NICE - TO - HAVE

1. Member organization experience
2. Programming and education experience
3. Experience in biz dev tools and process for members and/or sponsors
4. Experience with early-stage investing (e.g. as an investor, as a founder, as a VC)
5. Accredited investor status and personal interest in early-stage investing
6. Mergers and acquisitions (inorganic growth for MCN)
7. Non-profit reporting requirements
8. Board recruiting and management (MCN Angels)
9. MCN Association board of directors
10. Works closely with board chair
11. Negotiations in contracts, mergers and acquisitions

### Travel

- To affiliate chapter events on occasion
- To statewide venture capital events (e.g. MVCA, funding competitions)

# APPLICATION

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To apply, [follow this link](#) to submit your information and resume on Indeed. We will reply within a week to let you know next steps.

