



TAP Assistant to CEO Job Description

The Acceleration Project (TAP) is a female-founded, female-led business advisory firm dedicated to keeping small businesses vital and channeling talent into local economies. As a 501(c)(3), we are supported by corporate, private, and individual grants and donations, and we are proudly entering our 10th year of operations. **TAP supports under-resourced, high-potential small businesses, with a focus on those owned by women and People of Color.** We work one-on-one with individual businesses to provide tools and resources that create financial stability and accelerate growth. We also produce scalable programs that can be delivered through webinars, workshops and other appropriate formats. TAP consultants provide support across a variety of functions, including financial analysis, marketing, strategic planning, operations and e-commerce enablement.

This past year, TAP doubled in size to meet the needs of small business owners struggling to survive during the Covid pandemic. Their plight attracted the attention and dollars of the government, media and Corporate America, fueling their momentum to recover and thrive. Thus, demand for our services continues to grow exponentially, and we are eager to meet the challenge. (In addition, we are expanding geographically to reach more under-resourced small business owners) It is vital that our executive efforts develop accordingly so that we can continue to deliver the high quality support that we are known for. We are confident a dedicated Assistant to the CEO is needed to help TAP achieve its strategy during this pivotal time of growth.

Position Summary:

TAP seeks an Assistant to the CEO, responsible for supporting the CEO and management team in administrative, operational, and strategic endeavors. This team member will be responsible for the preparation and follow-up of meetings, strategic management of the CEO's time, organizing and maintaining our CRM, producing recommendations to improve management team efficiency, and supporting the management team in cross-functional, organization-wide initiatives. The Assistant to the CEO will handle complex situations and multiple responsibilities simultaneously, mixing long term projects with the urgency of immediate demands. The Assistant to the CEO will be expected to manage highly confidential information and act as a liaison between the CEO and both the management team and external stakeholders. In addition to daily operational tasks, the Assistant to the CEO will also be responsible for supporting the CEO's duties during cyclical fundraising activities such as the 10th anniversary organizational milestone celebration, the Annual Appeal, and TAP's Spring Benefit. The Assistant to the CEO will work regularly with members of the management team and will report to the CEO.

Our ideal candidate is highly self motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced nonprofit environment. This paid position is part-time, primarily remote, with an expectation of 32 hours/week with the expectation that there is 5 day per week coverage. Hours will be flexibly allocated as necessary. This individual may also be asked to attend periodic in-person meetings in Westchester, NY.

Responsibilities:

- Conduct research on meeting attendees and organizations to ensure CEO has all information necessary to be productive and engaged
 - Maintain internal customer relationship management platform
 - Manage CEO's inbox to capture and track follow up tasks
 - Conduct outreach to donors during Annual Appeal and TAP's Spring Benefit
 - Support in correspondence writing by pulling together TAP collateral and appropriate language
 - Strategically manage CEO's schedule
 - Support in follow up tasks from meetings with business leads and internal conversations
 - Track communications and progress in projects
 - Coordinate agendas for leadership team and board meetings
 - Support executive team in cross-functional, organization-wide projects given high growth environment
 - Use strong leadership and problem solving skills to assist with the daily operation of an organization
 - Propose the creation of new systems and processes to streamline operations
- Skills and Qualifications:
- A proven record of successfully managing multiple tasks and meeting deadlines
 - Ability to identify the pressures the CEO faces in driving the business forward and brainstorm innovative solutions
 - Able to thrive and learn in fast-paced environment and adjust to changing organizational priorities
 - Flexible, proactive, highly-organized and detail-oriented
 - Comfortable with technology
 - A team player, willing to take on whatever tasks are needed to reach a goal

- Embraces and models the collaborative, positive culture that is the hallmark of TAP
- Familiarity with CRM software (e.g., Salesforce) not required but a plus

Requirements:

- Able and willing to have a flexible work schedule
- Excellent written and verbal communication skills
- Comfort with data entry, management, and analysis
- Strong emotional intelligence and comfort in relationship building
- Eagerness to learn new skills
- Bachelor's Degree completed or in progress from an accredited college/university
- Demonstrated experience in project management and/or organizational leadership
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Demonstrated belief in TAP's mission and values

Compensation:

- Competitive salary and PTO

Work Environment:

- TAP promotes a culture that affords flexibility and calendar control.

TAP is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

To apply for this position: Send resume, cover letter and up to three references to Jane Veron (jane@theaccelerationproject.org) with 'Assistant to the CEO Application' in subject line.