



TAP Director of Development

Founded in 2012, The Acceleration Project (TAP) is a nonprofit that is laser-focused on supporting underserved small business owners and narrowing existing equity gaps based on race and gender. Our mission is to empower under-resourced small business owners and accelerate their success by providing impactful, customized strategic and tactical advice. 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 microsites. Our lean staff unlocks the power of an exceptional team of pro-bono consultants who seek to use their professional skills to make a meaningful impact. As the demand for our services continues to grow, we are expanding nationally to meet the need. TAP leverages its network of financial institutions, CDFIs, economic development agencies and corporate partners to get to scale and ensure sustainability of our work, and we also rely on fundraising to underwrite the cost of providing services and keep them accessible to all.

Position Summary: TAP seeks a Director of Development responsible for the execution of a strategic development plan to generate revenue from a variety of funding sources, including corporate, government and foundation grants and sponsorships, advisory board activities, events, and individual giving. The Director will work in partnership with the Chief Executive Officer, leadership team and board members to identify and cultivate major donor and sponsor relationships and secure support for the organization. The Director will forge ties with corporate, philanthropic and family foundations to secure long term multi-year funding, building capacity as well as programming. Additionally, the Director will work with other team members to identify and execute on funding opportunities to support new and existing initiatives, including our Annual Appeal and Spring Benefit. The Director will work collaboratively with the CEO and Leadership Team to evaluate TAP's operational strategy and goals, adjusting development initiatives as needed to support those goals. This paid position is full-time, partially remote, with an expectation of 40 hours/week, with day-to-day flexibility. This individual will also be asked to attend in-person meetings in Westchester County, New York as well as in-person meetings with potential funders.

To apply for this position: Please send your resume, cover letter and up to three work references to Molly Ardalan (mollya@theaccelerationproject.org) with 'Director of Development' in the subject line. Your cover letter should explain why you believe you are best suited for this position at The Acceleration Project.

**Responsibilities:**

- Execute strategic development plan to meet short and long term fundraising goals.
- In collaboration with the CEO and leadership, develop donor strategy for all fundraising efforts including the annual appeal campaign, the annual benefit, and other related events. Collaborate with the team for execution.
- Identify, develop and sustain new and existing relationships with key partners, foundations, sponsors and donors to achieve annual revenue targets.
- Partner with the CEO to develop and maintain relationships, assisting with communications, meeting preparation and follow up.
- Utilize Salesforce database for prospect management and reporting.

Skills and Qualifications:

- Significant experience in identifying, cultivating, soliciting, and stewarding major donors, foundations, and corporate entities.
- Understanding of grant landscape and experience applying for and procuring government and foundation funds.
- Ability to inspire, motivate and manage part-time and volunteer development team members.
- Experience working with a nonprofit board of directors to meet the organization's fundraising goals.
- Demonstrated flexibility, self-motivation, attention to detail, and organization, as well as a proven record of successfully managing multiple tasks and meeting deadlines.
- Entrepreneurial, creative and innovative.
- 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.
- Able to thrive and learn in a fast-paced environment and adjust to changing organizational priorities.

Requirements:

- Bachelor's Degree or equivalent from an accredited college/university; MBA, MA/MS in Nonprofit Management, or other advanced degree a plus but not required
- Minimum of 4-7 years of overall development work experience, which should include fundraising and/or business development, marketing and communications
- Excellent written and oral communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Drive
- Familiar with CRM software (e.g., Salesforce)
- Able and willing to participate in periodic events outside traditional work hours
- Understanding that at times Development Director might be called upon to support other TAP activities given small staff size and high growth environment
- Demonstrated belief in TAP's mission and values

Compensation:

- \$90,000 - \$110,000 annually, commensurate with experience; potential for bonus



- Healthcare and generous PTO

Work Environment:

- This paid position is full-time, partially remote, with an expectation of 40 hours/week, with day-to-day flexibility. This individual will also be asked to attend in-person meetings in Westchester County, NY as well as in-person meetings with potential funders.
- 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.