



TAP Manager of Donor Relations & Events  
Job Description

As The Acceleration Project (TAP) enters its 10th year, our mission of supporting under-resourced small businesses has never been more urgent. In 2021, we doubled in size to support small business owners struggling to survive the devastating impacts of Covid, and the demand for our services continues to soar. TAP is seeking a Manager of Board Relations & Events who will join us at this exciting and pivotal time to help us generate the funding necessary to ensure the long-term sustainability of our organization.

TAP is a female-founded, female-led nonprofit that is laser-focused on creating a more equitable economy by delivering high-caliber and impactful services to under-resourced small businesses, **with a focus on those owned by women and People of Color**. TAP leverages its network of financial institutions, CDFI's, economic development agencies and corporate partners to get to scale and ensure sustainability of our work. TAP's innovative model channels underutilized talent into the economy by recruiting and cultivating a diverse consultant team that donates their time, expertise, and mentoring skills to advance TAP's mission.

Structured as a 501(c)(3) nonprofit and with the valued support of individual, philanthropic, corporate, and economic development agencies, TAP is able to support under-resourced small businesses at a free or accessible rate.

**Position Summary:** TAP seeks a Manager of Donor Relations & Events responsible for engaging, cultivating and stewarding TAP's Board of Directors and President's Council (PC). In addition, the Manager will strategize and execute a plan for TAP to maximize the support of our donors at key events like TAP's Spring Benefit and work closely with the Marketing department to develop captivating communications and touchpoints for donors. The goal of the Manager is to inspire and delight supporters, volunteer leaders, and board members whose commitment and giving to TAP increases and deepens throughout their lifetimes. The Manager will work closely with the Chief Executive Officer and leadership team to enhance TAP's supporters affiliation with the organization.

The Manager will work collaboratively with the CEO and Leadership Team to evaluate TAP's operational strategy and goals, adjusting stewardship initiatives as needed to support those goals. This paid position is primarily remote, however **this individual will be asked to attend in-person meetings in Westchester, NY as well as in-person meetings with board and PC members**. This role is full-time with an expectation of 40 hours/week, with day-to-day flexibility, although a 32 hours/week role might be considered.

Responsibilities:

- Develop and execute strategic stewardship plans to meet short and long term fundraising goals; individualizing plans for board and PC members based on personas.
- Organize, execute and project manage innovative and compelling fundraising events/campaigns including TAP's 10th Anniversary celebration, annual appeal and spring benefit.
- Develop a plan by segment to utilize TAP team, board and PC members to assist in fundraising efforts including crafted emails, follow-up reminders, and progress reports.
- Collaborate with the Marketing team to develop collateral on TAP's impact and stories, targeted donor communications and stewardship materials for all donors; stay apprised of Service Delivery projects in order to create meaningful stewardship opportunities.
- Partner with the CEO to develop and maintain relationships, assisting with communications and meeting preparation and follow up.
- Utilize Salesforce database for prospect management and reporting.

#### Skills and Qualifications:

- Experience managing non-profit board of directors to fulfill governance duties and stewarding the President's Council as TAP ambassadors and donors.
- Experience in identifying, cultivating, soliciting, and stewarding major donors.
- Able to inspire and support the Board and PC in outreach efforts.
- Strong relationship builder, creative problem solver, and bespoke service provider.
- Ability to inspire, motivate and manage part-time and volunteer development team members.
- Demonstrated flexibility, self-motivation, attention to detail, and organization, as well as a proven record of successfully managing multiple tasks and meeting deadlines.
- Entrepreneurial and resilient.
- 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:

- Demonstrated belief in TAP's mission and values of equity, innovation and passion for change.
- 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 2-4 years of overall development work experience, which should include board relations, fundraising and/or business development, marketing and communications
- Excellent written and oral communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets, Slides, Drive)
- Familiar/Proficient with Canva, a plus
- Familiar with CRM software (e.g., Salesforce)
- Able and willing to participate in periodic events outside traditional work hours
- Understanding that at times the Manager might be called upon to support other TAP activities given small staff size and high growth environment

Compensation:

- \$65,000-\$75,000 annually, commensurate with experience; potential for bonus
- Generous PTO, Health care, Dental and Vision

Work Environment:

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

***To apply for this position: Send resume, cover letter and up to three work references to Tess Pellegrini ([Tessp@theaccelerationproject.org](mailto:Tessp@theaccelerationproject.org)) with Manager of Donor Relations & Events in subject line.***

*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.*