



Associate Director Job Description

Position Summary:

The Associate Director will report to and work closely with the Managing Director in a leadership role assisting with financial and administrative responsibilities while focusing on Development, Branding, and Board Management. A qualified and ambitious candidate has the opportunity to combine strategic partnership development skills with creative leadership abilities to lead the organization towards achieving growth and sustainability. The perfect candidate will have a passion for our mission of advancing the social enterprise sector and will possess a strong understanding of the needs for building a healthy entrepreneurial ecosystem and the network for strategic partners required to ensure its success. The position allows a candidate to focus on the logistics of running a nonprofit organization while working in an innovative environment with regular interactions with local entrepreneurs, local corporate employees, and other professionals.

Key Responsibilities:

Development

- Outreach and cultivation of potential funders from individuals, the corporate community and other funding groups.
- Work with reSET's Board of Directors, Advisory Board, and other ambassadors to facilitate development efforts.
- Develop and oversee programs for introducing new potential funders and cultivating existing partners.
- Create and manage systems to track interactions with donors and partners, action items, and deliverables
- Analyze data for insights and recommending organizational improvements
- Lead the Development Committee
- Develop and disseminate reports

Programming Support

- Assist programming team with the creation and execution of entrepreneurial programs
- Provide assistance with program event logistics
- Manage relationships with reSET's Professional Network

Qualifications:

- Strong development experience and interest in long-term strategic partnerships
- Sales experience
- Strategic Leadership experience
- Ability to manage in ambiguity/startup situations
- Strong written communication and public speaking skills
- Ability to work in a fast-paced environment as a self-starter
- Strong organization and management skills

Systems Experience:



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- MS Excel, Word, Outlook, Google Suite
- Office 365 / Outlook
- Computer / application / website experience

Email resume to info@resetco.org