

## EXECUTIVE ASSISTANT TO CEO

Acumen Fund exists to help end poverty by changing how the world addresses it. We do this in two ways. We invest patient capital to strengthen and scale business models that effectively serve the poor. And we champion and spread this approach as an effective complement to traditional aid, which can create dependence, or pure market approaches, which can bypass the actual needs of the poor. Founded in 2001, Acumen Fund has invested about \$50 million in enterprises that serve the poor in East Africa, India and Pakistan. Building on the success and lessons learned from our portfolio, Acumen Fund is determined to influence key stakeholders in international development space so that poverty can be addressed more effectively and efficiently through patient capital.

### **Position Description:**

The Executive Assistant serves as point person for the Chief Executive Officer and holds primary responsibility for all matters in the office of the CEO including day-to-day administration, and effective management of the CEO's time with respect to influence, communications and fundraising. The position involves executive scheduling, meeting and media preparation, and travel arrangements, as well as strategic relationship management with external parties. As a result, the Executive Assistant is responsible for managing a substantial portion of the CEO's inbound and outbound communication and supports the CEO's thought leadership through careful vetting of all speaking invitations, writing, and public appearances. The Executive Assistant also serves as the liaison to the global team, Board of Directors, Advisory Council, and partner community. The position requires daily interaction with Acumen Fund's Management Committee and Extended Leadership Team, and the Executive Assistant is regularly integrated into the Business Development and Influence team meetings in order to advance the CEO's agenda.

Strong candidates will be comfortable moving at a fast pace alongside an entrepreneurial leader while maintaining a laser sharp focus on the highest and best use of the CEO's time. Essential requirements for the role are flawless administrative skills, attention to detail, experience coordinating complex domestic and international travel, emotional intelligence and the capacity to build trust with diverse peoples, the ability to integrate seamlessly into communication flows, and gravitas to negotiate with an aggressive community while displaying smarts, grace, calm under pressure. Acumen Fund seeks an individual who brings a motivation for the issue of poverty alleviation and consistently embodies the organization's core values of generosity, accountability, humility, audacity, listening, leadership, and respect.

### **Specific responsibilities include:**

#### ***Administration & Oversight***

The Executive Assistant will support the CEO in executing organizational goals and individual priorities, while reinforcing organizational culture and managing day-to-day operations.

#### ***Tasks include:***

- Maintaining a clear understanding of the CEO's short-term and long-term goals, and promoting these to the internal and external community.
- Proactively shepherding the CEO's work-flow and re-directing matters that can be managed more efficiently by the global team
- Ensuring that all team members, Board members, Advisors, Stewards and strategic contacts have adequate access to the CEO
- Leading weekly scheduling meetings with representatives from the Executive leadership, Business Development team and the Influence team in order to report and balance internal and external requests while maintaining a focus on strategic goals and priorities
- Maintaining a manageable email inbox for the CEO and serving as a true gatekeeper for all incoming requests and composing tailored replies on behalf of the organization
- Ensuring the CEO's participation in regular Management Committee and Extended Leadership Team meetings
- Orchestrating and executing the administrative aspects of all board meetings and the annual Advisory Council meeting.

- Ensuring that new contact information is forwarded to the Business Development team to maintain an accurate contact database
- Providing appropriate collateral and business cards for all first-time meetings
- Prompting the CEO to send thank you notes or gifts (when appropriate) within 24 hours of meetings, or arranging to send them on her behalf
- Opening, prioritizing, and communicating all inbound hard copy mail to the CEO

### ***Scheduling & Travel Preparation***

The Executive Assistant will serve as the front-line in managing the CEO's schedule and will collaborate with various team members to plan all meetings, events, travel, and subsequent follow-up.

#### ***Tasks include:***

- Maintaining accurate and essential logistical information for meetings (attendees, location, phone numbers, etc.) and providing the CEO with daily overviews 12-24 hrs in advance
- Working with the various team members to capture and relay meeting outcomes to make sure 'next steps' are completed in a timely fashion and carry the relationship(s) forward
- Managing a schedule that is sustainable in pace and scope while graciously negotiating unforeseen obligations and variables
- Retaining a sense of divide between the CEO's personal and professional life. i.e. perceptively learning and accounting for the CEO's routines and protecting personal commitments
- Preparing complex itineraries to a wide variety of geographies, domestic and international, in support of specific influence and fundraising goals.
- Understanding the CEO's travel preferences when booking flights, hotels, etc.
- Providing clear and comprehensive travel packs including a detailed travel itinerary, logistical confirmations, diplomatic and/or medical clearance, as well as the research profiles and presentations
- Forecasting and obtaining the appropriate medical documentation and travel visas in advance of international trips (when necessary)
- Practicing timely submission of all CEO travel and expense reimbursement claims

### ***Influence & Communications***

The Executive Assistance will work closely with the Innovation Manager and Innovation Associate to effectively manage the CEO's responsibilities as the principal public face of Acumen Fund.

#### ***Tasks include:***

- Working closely with the Innovation team to tracking a wide variety of project timelines and ensuring adequate preparation for all external interviews, presentations and published pieces
- Acting as a liaison between the Influence and Communication teams, as well as various external partners, to negotiate the CEOs participation at conferences and public speaking events
- Confirming and communicating the details of all upcoming speaking and writing engagements to the Influence team and retro-planning for content brainstorm and rehearsal well in advance
- Consolidating research profiles and preparatory questions for interviews, panels or meetings with individuals in the media
- Sitting on the Board Transition team that manages recruitment of new board members and ensuring the CEO sets aside time to cultivate new board prospects

### ***Business Development***

The Executive Assistant will work closely with the Business Development team to meet the CEO's annual fundraising goals.

#### ***Tasks include:***

- Working closely with the Business Development Manager to maintain an updated database of the CEO's fundraising priorities and facilitating critical outreach
- Capturing all strategic e-introductions and initiating prospect research on institutional and individual prospects, as well as updates on current Partners, with support from the Business Development team
- Scheduling meetings with prospective donors and tracking long-term cultivation.
- Preparing appropriate lists and resources for targeted outreach at large-scale conferences and public events
- Driving the CEO's outreach to key stakeholders leading up to and following the annual Investor Gathering.
- Managing inbound and outbound communications with the partner community, where appropriate

**Qualifications**

Ideal candidates will bring enthusiasm for a fast-paced, rapidly changing, entrepreneurial environment and a commitment to affect change through patient capital.

In addition to a Bachelor's Degree, he or she should possess:

- Minimum of 5 years prior Executive Assistant experience
- Emotional intelligence and fine-tuned communication skills to negotiate a diverse and competitive community
- Confidence interacting with large networks and the ability to recall faces, names and nuanced information
- Flawless organizational routines and the ability to make informed decisions amidst many competing priorities
- Comfort with virtual interaction and long-distance collaboration, and a self-starter attitude to achieve targets independently
- Strong team orientation with a healthy sense of humor and the capacity to remain poised under pressure
- Experience coordinating complex domestic and international travel
- Fine-tuned knowledge of fundraising, donor relations, database management and web researching tools
- Proficiency with Microsoft Outlook, Word, Excel, and Windows Operating Systems

**Compensation**

Acumen Fund offers a competitive compensation package, commensurate with experience.

**Location**

New York, NY

**Timeline**

Acumen Fund seeks candidates who are available to start on or around June 1, 2011.

**To Apply**

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*Please submit a resume and cover letter via our applicant tracking system. Applications without a cover letter will not be considered. Questions regarding this position should be directed to [kboies@acumenfund.org](mailto:kboies@acumenfund.org).*