NEIGHBORHOOD TRUST FINANCIAL PARTNERS

JOB POSTING: **Special Assistant to the CEO**

Neighborhood Trust Financial Partners (NTFP) seeks a full-time Special Assistant to ensure that the CEO has a skilled, accountable resource to support her effectiveness, including calendaring, time management, special projects, and serving as a sounding board, researcher and advocate on select external and internal projects.

ABOUT NEIGHBORHOOD TRUST

Neighborhood Trust's mission is to empower low-income individuals to become productive participants in the U.S. financial system and achieve their financial goals. Neighborhood Trust serves more than 8,000 clients each year on a national scale via its specially trained corps of 20+ Financial Advisors delivering tech-enabled services within employers across 3 states (and growing) and its national Pathways Program providing capacity-building services to the credit union industry. Neighborhood Trust is regarded as an industry leader in the financial empowerment field. Today we are cultivating our model as a scalable social venture that encourages financial services innovation. We are growing quickly with strong support from leading foundations and strategic partnerships cultivating national visibility and thought leadership.

POSITION DETAILS

The Special Assistant will report to the CEO and work closely with Neighborhood Trust's Executive Team. The Assistant will work across the organization, interact with Neighborhood Trust's stakeholders, partners, Board of Directors, and will immerse themselves in the financial empowerment field and Neighborhood Trust's role as thought leader. This is a strategic and organizational role. As the CEO's 'trusted counsel', the role requires a highly- resourceful individual with strong emotional intelligence, self-motivation, and strong project management, writing, and analytical skills.

This Associate Director-level position reports directly to Justine Zinkin, Neighborhood Trust's CEO, and encompasses five primary accountabilities:

- **Coordination of CEO's calendar, overall time management and work planning**. This is a project and relationship management function, helping to balance external relations efforts (funder meetings, conferences, etc.) with strategic and management priorities.
- **Preparation for and follow up on "critical path" CEO meetings** (e.g., with executive leadership, partners, funders, board members and peer executives). Communications range from the CEO update at Board meetings, to follow up correspondence related to the CEO's various meetings, to various speaking engagements involving external audiences.
- **Management of Major Gift relationships, focusing on individual donors.** The Assistant will help design and execute on tailored cultivation and relationship management efforts for a growing number of donors and prospects of Major Gifts.

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- **Coordination of and independent leadership on special projects** ranging from staff meeting presentations to thought leadership pieces to be authored by the CEO to convening thought leaders on various topics.
- **Support the executive team's communications with the CEO**: The Special Assistant will help facilitate decisions the executive and senior staff need receiving feedback on from the CEO. S/he will support the needs of the executive and senior staff in their ability to raise critical issues with the CEO.

SKILLS AND EXPERIENCE

The ideal candidate

- Has exceptional project management skills
- Is eager to grow with Neighborhood Trust
- Thinks on her or his feet and have a high processing speed
- Is extremely organized
- Is strong on timely execution
- Is a horizontal thinker
- Takes a glass-half-full approach to today's challenges
- Is a natural writer
- Can laugh at herself or himself from time to time and have thick skin
- Gives everything 10% more than it requires
- Has superior written and verbal communication skills and demonstrated ability to be flexible, efficient, and diplomatic with diverse constituent groups
- Has an optimistic approach to everyday work challenges

Some Things to Look Forward To

- High performers at Neighborhood Trust are given substantial opportunity to grow and develop.
- The team is passionate, smart, entrepreneurial and creative.
- Our work matters. We aim to ensure low-income families become financially secure.
- You'll earn a competitive salary and benefits.
- Financial inclusion is a young industry and financial services are ripe for innovation.
- We are an organization in perennial transformation mode so you will be an architect of something creative and impactful.

SALARY

Commensurate with experience. Competitive benefits package offered.

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TO APPLY

Send the following to hr@neighborhoodtrust.org with the subject line "Assistant to the CEO Application – [Your Name]"

- A written description of why you want to join Neighborhood Trust's team and what value you'll add (think cover letter, but more direct and real)
- Your résumé

Neighborhood Trust is committed to a workplace culture of collaboration and respect. We are dedicated to ongoing professional development for our employees, supporting career growth and opportunities for advancement within the organization. Neighborhood Trust is an equal opportunity employer and we are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.