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Connect passion with purpose. Are you a go getter and looking to do rewarding and impactful work? Access to Capital for Entrepreneurs (ACE) is a 22-year Community Development Financial Institution (CDFI) that gives small businesses a chance when others can't or won't. **ACE supports small business owners that others will not by providing economic development to underserved communities and people. This includes women, low-to-moderate income and small business owners of color that have historically, and continue today, to lack equitable, inclusive access to capital.** Since ACE's first loan in 2000, we have provided over \$170 million in capital to small businesses, assisted more than 2,400 entrepreneurs, and helped them create or retain over 19,000 Georgia jobs.

ORGANIZATIONAL OVERVIEW:

ACE is a growing organization that is focused on impact. So, what does that mean? *Through capital, coaching and connections, ACE is growing small businesses by removing barriers to accessing capital.*

Resilience. Perseverance. Adaptability. These are the strengths of small business owners in Georgia, those who dream big and drive our communities. Over the last year, in the face of historic challenges, ACE clients have continued to prove how resilient they are. Our investments in their aspirations help turn innovative ideas into reality and help build sustainable businesses that generate wealth and create jobs. Their successes represent a #RippleEffect through our neighborhoods, providing opportunity, stability and prosperity for so many.

- Since the start of the pandemic, ACE has deployed \$90+ million in capital, including PPP loans – more than half of our historical 22-year volume – to over 1300 businesses.
- Our ACE Relief, Recovery and Reinvention program has provided \$220,000 in grants and \$3.77 million in loan forgiveness for a total of almost \$4 million in relief since the pandemic started.
- In 2021-2022, our interest rate reduction programs provided \$16 million in affordable loan capital to over 200 small businesses.

Why ACE?

ACE is the largest Georgia-based CDFI focused exclusively on small business. To be an ACEr is to believe that regardless of background, financial access and resources, doors should be open for everyone. We are a leading Community Development Financial Institution (CDFI) with an AERIS Four-Star impact rating. We are looking for a fund development team member to help us accelerate our work and growth. Our shop has grown extensively over the past three years. In 2021, we opened a Women's Business Center serving the Savannah region and we are currently implementing a bold plan to extend our inclusive capital strategy to South Georgia, expanding our impact well beyond our current footprint in Atlanta and North Georgia.



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Assistant Director (AD), Fund Development

Job Summary

We're adding to our Fund Development team! Come grow with us! We seek an experienced development professional to serve as Assistant Director of Fund Development and to articulate our mission to garner capital support for our new five-year strategic plan.

ACE has a diverse pool of philanthropic funding partners. The Assistant Director will play a key role in growing our corporate relationships, as well as supporting existing partner relations.

An ideal candidate will bring a record of success developing relationships, particularly with corporate, philanthropic/institutional funders, as well as experience developing and executing effective fundraising strategies. The right person for this position will be able to translate organizational strategy into a tangible fundraising plan across diverse funding sources, with an emphasis on corporate engagement. Will have the ability to share our client stories, facilitate meetings, listen to partner goals, understand overall trends in market and uncover ways for ACE to collaborate in alignment with our mission and strategic objectives to scale solutions and programs that strengthen access to capital and advisory services.

Position Description: This is a salaried position that reports to the Chief of Strategic Partnerships. The position is designed to execute development and fundraising activities such as grants management, stakeholder communication, and lead a portion of proposal writing and production. The Assistant Director of Development supports the Chief of Strategic Partnerships (CSP) and collaborates with the full fund development team in the successful achievement of the organization's fundraising plan. The AD helps manage two fund development team members. The AD, in partnership with the Grant Program Officer will manage all proposal writing, and, along with the CSP also provides quality control/final review over all proposals and external communications that bear the ACE brand. This position offers a mix of in-person and remote work.

Essential Duties & Responsibilities

Fundraising

- Collaborate with the CSP and fund development team to implement work plans; monitor progress; provide updates, and adapt strategies as needed to ensure alignment with ACE strategic goals.
- Support the CSP in working with philanthropic institutions including providing context, small business outcome data, and insight as well as determining how and when to strategically leverage the CSP/CEO in foundation relations.
- Lead annual event sponsorship raising and collaborate on event logistics planning to ensure success.
- Be knowledgeable of ACE offerings (e.g. Lending, Business Advisory Services, Women's Business Center or others), understand the needs of the clients, and be able to ideate around potential solutions to amplify work, and determine the partners that should be engaged.

Grant Management and Engagement:

- Manage, mentor, coach, and provide direct oversight for a small team.
- Coordinate with fund development team members on data collection and data integrity.
- Lead corporate grant-based proposal writing and oversee proposal production processes and submission on other funder sources.



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- Ability to trouble shoot and resolve moderately complex issues within reason.

Relationship Building/Community Engagement:

- Manage and strengthen relationships with current funders.
- Identify relevant new collaborations, fundraising and partnership opportunities with ecosystem partners/funders.
- Review and analyze market opportunities and evaluate competitive requirements needed to capitalize on opportunities. Create and execute short and long-term goals to achieve.
- Proactively manage relationships and communications with internal staff, funders, government agencies, and other stakeholders required for successful fundraising and capital campaigns.
- Liaise between marketing staff and program teams in the creation of targeted marketing and outreach materials; support annual report content and planning of annual fundraising event.
- Travel across Atlanta metro region and other ACE offices/meetings as needed.
- Regularly attend ecosystem and industry events within the region.

Fiscal Management:

- Align fundraising goals to ACE's strategy and financial performance measures.
- Consistently meet and exceed target fundraising goals.
- Work with the CSP and finance team to ensure organizational budget reflects all received funding.

Organizational Dynamics:

- Complete relevant research and gather market intelligence on industry trends key to the CDFI or entrepreneurial space.
- Understand and use ACE's software/platforms, such as Salesforce, to track fund development partner communications and grant proposal status from prospecting to closed/won and reporting.
- Assist in identifying and suggesting any program, system, and process improvements; implement as appropriate.

PROFESSIONAL QUALIFICATIONS AND CRITICAL SKILLS DESIRED

The ideal candidate will possess many of the experiences and qualifications described below but does not need to possess them all to be considered:

- 5+ years of experience in regional or business development, specifically fundraising at a comparable nonprofit or financial institution leading development and/or grantmaking efforts, including proposal writing for government, corporate, and foundation support.
- Experience and/or aptitude to set and obtain annual fundraising goals of \$5M+ from a cultivated diverse pool of funders including institutional funders.
- Knowledge of Metro and state COIs within corporate that can provide partnership opportunities.
- Track record of strong time management, organizational skills, analysis of data and attention to detail.
- Proficiency in MS Office and CRM software (Salesforce), and ability to grasp new technology quickly.
- Bachelor's Degree in Business required / MBA preferred.
- Knowledge of outcome and social impact reporting and best practices.
- Ability to listen to strategic needs and recommend solutions.



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- Strong relationship skills with the maturity and confidence to cultivate relationships, build rapport, and open doors at the decision-maker level, and with underrepresented and/or diverse communities.
- Excellent English verbal and written communications skills including presentations.
- High-level critical and strategic thinking. Fast-paced and sound decision-making.

Work environment and physical demands:

- Position based in Atlanta, Georgia and surrounding region.
- The job is performed indoors in a traditional office or remote setting.
- Flexible hours may include nights (e.g. networking events) and weekends, as needed.
- Using a computer while sitting for extended periods is common as well as the ability to move about the office occasionally (accessing files/storage, office equipment, computers and other office productivity devices, attending meetings, etc.), is required.
- No heavy lifting is expected, though occasional exertion of about 10 lbs. of force (e.g., picking up and carrying binders, laptops) may be required. Good manual dexterity required to use common office equipment.
- Perform other duties as assigned.

Reports to: Chief of Strategic Partnerships

Location: The position is located in Atlanta, Georgia. ACE has a hybrid work environment with hybrid staff currently in the office two days per week.

Compensation: ACE will offer a competitive annual salary commensurate with experience.

Benefits: ACE also offers comprehensive benefits including medical, dental, vision, and life insurance; a Simple IRA Plan and company matching; and generous holiday, vacation, and leave benefits.

TO APPLY:

Email cover letter, resume, and salary requirements to HR@ace loans.org Use job title “Assistant Director of Fund Development” in the subject line. No phone calls, please.

- Applications will be held confidentially. Application deadline is March 17, 2023.
- Use the subject line: Assistant Director, Fund Development
- Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume review begins immediately.