



Job Description

TITLE: Associate

PROGRAM AREA(S): Executive Projects

REPORTS TO: Founder & Principal

Out Leadership is the global LGBT+ business network CEOs and multinational companies trust to generate Return on Equality®.

We create global executive events and insights that help leaders realize the economic growth and talent dividend derived from inclusive business, and convene groundbreaking talent accelerators: *OutNEXT*, the first global leadership development program for the next generation of LGBT+ talent; *Quorum*, which seeks to advance LGBT+ diversity in corporate governance; and *OutWOMEN*, which convenes and celebrates LGBT+ women in business.

Out Leadership is a certified B Corp. For more information, please visit www.outleadership.com

DESCRIPTION

Out Leadership seeks an Associate to report to our Founder & Principal Todd Sears and support Out Leadership's Executive Projects, and our unique Return on Equality™ business proposition. The position is based in our New York office.

The ideal candidate will be a skilled communicator and project manager with 2-4+ years of experience. They will have experience supporting senior executives, engaging directly and professionally with clients, and supporting meeting preparation and follow-up. The Associate will work extensively on communications projects, so we seek candidates who have significant experience using words, images and data to craft compelling and engaging stories.

Equipped with a nuanced understanding of LGBT+ issues both in the United States and around the world, the ideal candidate will be personally invested in Out Leadership's mission. They will be passionate about building our business and dedicated to ensuring that all of our outputs are polished. The ideal candidate will be prepared to engage professionally with senior business executive clients, while also feeling at home with Out Leadership's flexible, smart, fun start-up culture.

RESPONSIBILITIES

Report to Out Leadership's Founder & Principal, and work closely with every member of our small but mighty team.

Client Relationship Management:

Work with the Founder & Principal to manage key firm, client and personal relationships

- Work with Membership and Sales team to manage key CEO and senior leadership relationships

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- Develop strategy to manage and track Leadership Committee engagements, communications and strategy
- Assist with the coordination of communications to OL's Leadership Committees and Global Advisory Board
- Attend meetings with the Founder & Principal, take notes, capture takeaways and follow-ups, and convey key information to the rest of the OL team
- Monitor the progress of meeting follow-ups
- Manage Salesforce, Asana & Pardot on behalf of the Founder & Principal

Business Development:

Support Membership and Sales team on behalf of the Founder & Principal to identify and develop new client relationships

- Assist the Sales team with pitches for new business, including research and preparation for proposals and presentations on behalf of the Founder
- Support the Sales team on the development of proposals and assist in the implementation of client engagements
- Coordinate grant management, reporting, and donor communications

Special Projects:

- Scope, plan and execute multiple quick-turnaround projects with minimal outside assistance
- Present ideas for special projects that might facilitate Out Leadership
- Work with appropriate stakeholders, including outside parties, to undertake analysis and support partnerships

Founder & Principal support:

Support Out Leadership's Founder & Principal to efficiently drive the activities mentioned above including:

- Working with Executive Assistant, coordination of the Founder & Principal's schedule and travel, engagements, and assist with meeting preparation
- Daily review and management of the Founder & Principal's email correspondence, including drafting and sending of emails as Founder & Principal
- Coordinate and check-in regularly with the Executive Leadership team (COO and CFO) to provide additional support for the Founder & Principal's other business and strategic needs
- Work with the Communications team to support the Founder & Principal's presentations and media preparation
- Coordinate with the Communications team to manage the Founder & Principal's social media channels in relation to Out Leadership projects work and LGBT+ news.

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REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree (or greater)
- 2-4+ years of experience supporting executive projects, ideally in fast-paced corporate environment. Interest in business strongly preferred
- Top-notch writer who knows how to structure arguments
- Resourceful, creative, self-starter; one who relishes the opportunity to take charge of big projects and lead them to completion
- A high level of professional polish
- Intense detail orientation; capable of prioritizing many projects at once to nail every deadline
- Strong presentation and speaking skills
- Skilled at using Microsoft Office, Salesforce, Asana, Google Apps for Business, and Eventbrite
- Shares a commitment to Out Leadership's mission and values
- Demonstrates sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities

LOCATION

This *Associate* will be based in Out Leadership's global headquarters in New York City.

COMPENSATION

Out Leadership offers competitive compensation commensurate with experience, including a competitive benefits package with paid time off, 401(K) with a 4% employer match, and a 90% covered health plan.

NEXT STEPS

Interested applicants should send any questions or a cover letter and resume to Wes Werbeck, COO, at jobs@outleadership.com.

EQUAL OPPORTUNITY EMPLOYER

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.