



Development Implementation Lead

THE UNSTOPPABLE ENTREPRENEUR

The Unstoppable Entrepreneur is seeking to add its next superstar to our rapidly growing team! This individual will work directly to assist the VP of Development with day to day project management and implementation of project goals. This person will be the right hand to the Vice President of Development, managing both details and people. The Implementation Lead must be able to quickly win the respect of a large, highly producing team, while managing details, metrics, and various forms of technology.

This position is a full-time role and perfect for an individual who has a significant background in business, is tech-savvy, detail-oriented, and fully understands how to break down big picture goals into specific metrics and daily deliverables.

This person is an excellent communicator in both writing and on video, can easily slip into an incredibly high-paced environment and has a proven record of success hitting daily metrics, commanding a room, and handling large amounts of details!

Must be able to travel to Haddonfield, New Jersey daily.

Responsibilities Include:

- Managing the daily metrics of 10+ team members, generating reports, and communicating results in both writing and on camera.
- Manage a variety of projects with a high-volume of output, from multiple team members at once
- Manage, coordinate and maintain the calendar of VP including appointments, meetings and travel. Knows and understands all key dates, commitments and complexities of VP's calendar and blocks and manages in accordance
- Responsible for organizing of internal and external meetings on behalf of the VP ensuring all necessary requirements are made
- Provide executive and administrative support to the VP.



- Monitor and respond to incoming communications to VP's office including phone calls, emails and ensuring correct department distribution.
 - Managing details for meetings when required by the VP, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post-meeting.
 - Drafting and writing high-quality reports and presentations, as required by the VP.
 - Communicating important information to appropriate parties throughout the organization
 - Prepare and submit daily briefings to VP of messages, emails and social media responses needed
 - Submit daily metrics report to VP, coordinate and follow up with department members to ensure submitted timely and completely
- *This position requires exceptional attention to detail, adeptness with multitasking, computer literacy and proficiency with word processing, spreadsheets, and presentation software
- *Excellent organizational skills are required. Must be able to work independently, use initiative, and make substantive decisions quickly.

If this seems like the perfect role for you, please send your resume and submission video to courtney@kellyroachcoaching.com

*Please record and send us an Introductory VIDEO of yourself. Video files, YouTube links or Vimeo links will be accepted. The video should be brief/under five minutes and should include the following:

- (1) What interests you about the Executive Assistant to the VP role and responsibilities.
- (2) Traits or skills you have that are in accordance with the role.
- (3) Challenges you think may accompany the role.
- (4) Please share anything else you would like us to know about you.



About Kelly Roach International

Kelly Roach is a highly sought after business growth strategist who helps small business owners and entrepreneurs add six and seven figures to their bottom line. She is the host of the top rated podcast Unstoppable Success Radio and an International best-selling author.

Before launching her own international consulting firm, Kelly was a Fortune 500 Executive where she was promoted 7 times in 8 years. Kelly's expertise in working with organizations lies in helping drive innovation, leadership development, sales strategy and profitable growth.

She has been featured in *Inc*, *Forbes*, *Bloomberg Businessweek*, *Entrepreneur On Fire*, *ABC, Good Day, NBC, The CW, The Jill Kargman Show*, and hundreds of podcasts. Learn more at www.kellyroachcoaching.com

Kelly is also the co-founder of Give Her Courage, a movement to instill courage and confidence in young girls all around the world. You can find out more about the Give Her Courage movement on Instagram @givehercourage or on their website at www.givehercourage