



Job Title: National Association of Women Business Owners (NAWBO) Kentucky Executive Director (Full-Time)

Reports To: NAWBO Kentucky Board of Directors

**Organization Description:**

A chapter of the National Association of Women Business Owners (NAWBO) founded in Washington, DC in 1972 to serve as the voice of America’s 10.6 million women business owners, NAWBO Kentucky is a not-for-profit, non-partisan organization dedicated to promoting and enhancing business ownership and leadership by women. The mission of NAWBO Kentucky is to connect women with resources, people, information and organizations that can help them achieve their personal, business or political goals. The chapter was founded in 1992 and its member base spans the geographical areas of Kentucky and the Southern Indiana area. The organization is comprised of a diverse range of business types including accounting firms, advertising firms, financial services, catering companies, retail stores, printing services, contractors, manufacturers, and others, and serves business establishments in categories from small, home-based businesses to multi-million dollar companies.

**Position Summary:**

The Executive Director (ED) is directly responsible for the smooth operation of this growing and transitioning NAWBO chapter while focusing on building relationships with current and potential corporate sponsors and members. Specifically, the ED is responsible for overseeing key duties including fundraising, signature events, communications/marketing, volunteer management, and community outreach as well as the administration, finances, programs, and strategic plan of the organization. Additionally, the ED will be responsible for working with the Board of Directors to grow the NAWBO Kentucky brand, through engaging “satellite” chapters, excellent programs, and formal networking amongst the members, guests, and corporate partners. The ED also manages one part-time staff member, an administrative assistant.

**Responsibilities:**

1. Serves as the leader of the NAWBO Kentucky Chapter working for a Board of Directors of at least 15 women and managing a staff of one part-time Administrative Assistant and serves as the liaison for the NAWBO Kentucky Foundation Board.
2. Using tools and leveraging best practices from the National Office, provides leadership for the transition and continued growth of NAWBO Kentucky from a local to a state-wide organization.
3. Develops, executes and manages the organization’s fund development plan, enhancing and updating the plan as needed, and achieving budgeted goals.

4. Working closely with the Director of Corporate Partnership, the President and the Foundation, manages relationships and focuses on retention of existing corporate partnerships/sponsorships as well as prospecting for additional partners/sponsors to ensure correct targeting/segmentation and activity, including the fulfillment of mutually agreed upon specific number of face to face meetings each week with partners/sponsors, partner/sponsor prospects, and in kind partner/sponsor prospects.
5. Works with the President and the Executive Committee to determine the strategic plan and budget for the year, including leading and implementing the strategic vision/plan for the Chapter.
6. Serves as a point-of-contact and liaison to the Board of Directors and all volunteer sub-committees, and serves as “knowledge sharer” of all lines of business and is proactive through each meeting.
7. Recruits new members and coordinates with the Director of Membership and her committee to develop recruitment plans and execute such plans.
8. Communicates with the Board of Directors, all of the committee members, and members at large to ensure that activities and programs are being executed as planned and that anyone who needs help receives it.
9. Manages key functions and duties of the organization’s signature events, including the EPIC Awards, seminars, symposium, networking activities, and more.
10. Coordinates with Director of Communications and Administrative Assistant to update website, newsletters, social media, and database as appropriate and needed, and to promote consistency in brand communications.
11. Provides strategic leadership to effectively communicate the mission, goals and accomplishments of the organization to sponsors, prospective sponsors, and the broader community, including updating the organization’s promotional materials and developing new sponsorship materials.

**Qualifications:**

1. Bachelor's degree
2. 5+ years of experience in association or non-profit work with a proven track record of success.
3. Experience working with a diverse group of volunteers (Board level preferred).
4. Demonstrated fundraising experience, especially with corporate solicitation, acquisition and stewardship.
5. Strong written and verbal communications skills with professional presentation, social media, and marketing skills in particular.
6. Proficient use of Microsoft Office, particularly Word and Excel. Experience with customer or donor relationship management databases (CRM/DRM) and/or Star Chapter a plus.
7. Ability to work occasional weekends and evenings with frequent state-wide travel to satellite locations.
8. Must relate effectively to business women and corporate executives; must have a track-record of building authentic, constructive relationships with others.

**Key Characteristics:**

1. Passionate about propelling women entrepreneurs into economic, social and political spheres of power worldwide.
2. Strong leadership and volunteer management skills
3. Ability to cultivate, solicit and close sponsorships and recruit new members
4. Comfortable opening up doors to new opportunities.

5. Creative, strategic thinker.
6. Self-sufficient work style; pro-active nature; self-starter/activator
7. Ability to coordinate multiple projects at the same time; highly organized
8. Outgoing personality
9. Professional and timely
10. Can effectively present compelling messages that inspired people to support NAWBO's mission.

**Benefits:**

1. Salary commensurate with qualifications/experience.
2. Benefits package includes car stipend, cell phone reimbursement, paid days off, and more.
3. Professional development and training.

**To Apply:**

The application deadline is August 31, 2017. Please submit a resume and cover letter to our Search Counsel by mail or email only:

Tammy Moloy  
Ashley|Rountree and Associates  
2525 Nelson Miller Parkway, Suite 106  
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**No phone calls please.**

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