



### **Qualifications**

The Development Director will play a key leadership role and work in partnership with the Executive Team of NAWBO Columbus. Areas of responsibility will involve overseeing the Chapter's vision for fundraising, revenue growth, community outreach, building and expanding corporate partnerships, developing engagement of community partnership, development and support of public policy initiatives & strategic alliances, increasing membership and fostering retention strategies, while ensuring diversity, equity and inclusion practices are in place across the Chapter.

The Development Director will work alongside the Chapter Manager and the Public Policy Partner as part of the Executive Team who together will ensure that the work of the Chapter is aligned with NAWBO Columbus' core beliefs, vision & mission.

### **Job Responsibilities**

The responsibilities and duties for the Development Director position include the following items:

- In collaboration with the Finance Committee, planning and implementation of the Chapter's annual budget. Forecast revenue, expenses and cash flow.
- Build and deepen relationships with current and future corporate partners.
- Guide implementation of strategies for membership growth and retention and revenue generation.
- In collaboration with the Diversity and Inclusion Committee, work as a liaison with all other committees to develop and implement the Chapter's programs, communications and affiliations with a D&I lens.
- Establish and maintain relationships with various organizations throughout the community, while leveraging those relationships to strategically advance NAWBO Columbus' mission and outcomes.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Chapter throughout the region.
- Facilitate strategic planning, implementation, and progress toward annual goals. Monitor progress toward annual KPIs and report progress to the Board.
- Foster positive, transparent Board relationships.

### **Required**

- 3+ year's nonprofit management experience, with an emphasis on fundraising and some background in public policy.
- Transparent and high integrity for leadership.
- Ability to convey a vision of NAWBO Columbus' strategic future to staff, Board, Executive Team, volunteers, donors, partners, and throughout the communities we serve.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong written and oral communication skills, including public speaking.



### Preferred

- 4-year degree or equivalent.
- Previous experience in Diversity and Inclusion initiatives.
- Strong local and regional network of contacts.
- Skills to collaborate with and motivate Board members and other volunteers
- Demonstrated ability to oversee and collaborate with staff

### Desired

- Entrepreneurial spirit and appreciation for the entrepreneurial journey

### About NAWBO Columbus

NAWBO Columbus is empowering women business owners to overcome challenges and fully realize their true potential, while making their mark on the world. We do this work through three mission pillars:

**Advocacy** - influencing opinion-makers and changing public policy to level the playing field and create a more inclusive economy;

**Community** – fostering a supportive environment of role models and partners, creating lasting relationships that breed courage and inspire confidence; and

**Transformation** – providing insights and resources necessary to learn as individuals, grow our businesses and transform the economic, political and social systems holding us back.

### Position Structure and Compensation

- 1099 contract position. (amount to be determined)
- Centrally located office space, close to downtown Columbus, with free onsite parking.

Interested applicants may apply by sending a resume, cover letter, and any other materials that demonstrate your unique qualifications and passion for this opportunity to Arien Lawless, Chapter Manager, at [Arien@nawbocolumbusohio.com](mailto:Arien@nawbocolumbusohio.com) by Wednesday, June 17, 2020. No calls please.