



Executive Director Job Description and Expectations

The Executive Director serves as chief success officer for NAWBO Columbus. The Executive Director is appointed by the Board of Directors and is responsible to the Board. This is a part-time position, averaging 10-15 hours per week.

About the Position

The mission of NAWBO Columbus is to equip WBOs with connections, training, and resources through advocacy, community, and transformation. The ideal candidate will help us achieve our core principles in the following ways:

- **Advocacy:** We influence opinion-makers and change public policy to level the playing field to create a more inclusive economy.
- **Transformation:** Provide insights and resources necessary to learn as individuals, grow our businesses and transform the economic, political and social systems holding us back.
- **Community:** Through intentional efforts NAWBO Columbus is fostering a supportive, inclusive community of role models and partners, creating opportunities for lasting relationships that spur courage and inspire confidence.

The Executive Director will also advise the Board of Directors regarding basic policies and initiatives that will further the strategic plan of the organization, represent NAWBO Columbus professionally, and fulfill other duties as assigned by the Board.

Job Responsibilities

1. Builds relationships and strategic partnerships with potential business champions, members, local and state policy makers, funders, and community leaders throughout Columbus to promote the organization and its mission.
2. Implements and executes fundraising strategy and responsible for securing business champions to support the effort of NAWBO Columbus.
3. Collaborates with NAWBO's public policy committee and executes strategies aligned with their goals.
4. Ensures that the Board is kept fully informed on the conditions and operations of the organization, as well as all important factors influencing it. Attends all meetings of the Board and the Executive Committee.

Payment Structure

The budget for this position is \$2,500 a month.